

P3PC-E817-02EN

Color Image Scanner

ScanSnap™

fi-5110EOX
Operator's Guide



Introduction



Thank you for purchasing the ScanSnap fi-5110EOX Color Image Scanner product. ScanSnap fi-5110EOX comes with a color image scanner and office applications. It is a complete Office Solution designed to improve your productivity and to solve your office scanning problems. ScanSnap product has the following features.

■ **Just pressing the Scanner button allows you to turn images on paper into PDFs!**

You can turn the documents that clutter up your desktop into PDFs, and manage and archive them on your computer. You can use the Adobe® Acrobat® software packaged with this scanner to display and these PDF documents.

ScanSnap product can also automatically recognize the type of document, color or black & white, so scanned image files can be made smaller when scanning documents containing a mixture of color and black & white pages. You can also have the scanner automatically remove blank pages in documents in order to reduce the size of files even more.

■ **Effortless scanning!**

Double-sided color documents A4 or Letter in size can be scanned at a speed of about 15 sheets/minute. (when Scan mode is set to Normal, Color mode is set to Auto, and Compression rate is set to 3) (*1)

■ **Small desktop footprint!**

Smaller than a sheet of A4 or letter paper in size, ScanSnap scanner can be left on your desk all the time.

■ **Business cards easily filed!**

Business cards can be easily filed and searched for using the OCR function by using the "CardMinder™" software supplied with the scanner.

(*1) -Depending on the document, scanning speed may become slower in "B&W" (Black&White) mode (due to process for converting data scanned in color to monochrome data).

Example: Scanning color brochures in "B&W" mode

-When either of "Automatic size and skew detection", or "Automatic image rotation" is enabled, scanning speed may become slower.

(*2) ScanSnap fi-5110EOX does not support TWAIN and ISIS standards.

This document describes how to handle ScanSnap fi-5110EOX and basic operation methods. Before you start using ScanSnap, fi-5110EOX be sure to thoroughly read this manual to ensure correct use.

ScanSnap fi-5110EOX is referred to as ScanSnap hereafter in this document.

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Bescheinigung des Herstellers / Importeurs

Hiermit wird bescheinigt, daß *der/die/das*


ScanSnap fi-5110EOX

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funkentstört ist.
- Laut Maschinenlärminformationsverordnung 3. GS GV, 18.01.1991: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß ISO/7779.

International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos () are uniform among participating nations.

Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

About the use of mercury

The scanner lamp contains mercury.

To avoid unexpected injury, read the following carefully.

Doing the following actions may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not breathe the chemical liquid contained in the scanner parts.

Disposing of the scanner should be conducted as required by local ordinances or regulations.

Trademarks

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Adobe, the Adobe logo, and Acrobat are either registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Other product names are the trademarks or registered trademarks of the respective companies.

How Trademarks Are Indicated In This Manual

CardMinder: CardMinder™ for ScanSnap.

References to operating systems (OS) are indicated as follows:

Windows 98: Microsoft® Windows® 98 operating system.

Windows Me: Microsoft® Windows® Millennium Edition operating system.

Windows 2000: Microsoft® Windows® 2000 Professional operating system.

Windows XP: Microsoft® Windows® XP Professional operating system,
Microsoft® Windows® XP Home Edition operating system.

Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

Adobe Acrobat 6.0: Adobe® Acrobat® 6.0 Standard.

Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

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■ Note, Liability

READ ALL OF THIS MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

■ Preface

Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product.

Also, store this manual in a safe place so that it can be easily referred to during use of this product.

Warning Indications Used In This Manual

This manual uses the following indications to ensure safe and correct use of this product, and to prevent possible danger and injury to the operator and other persons.



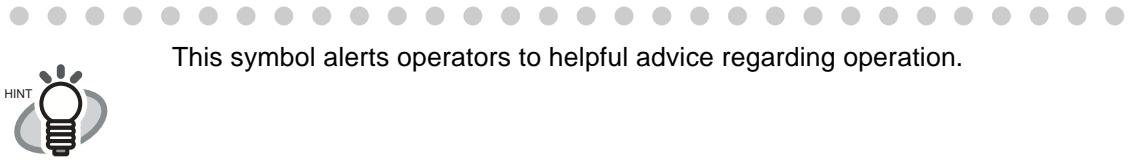
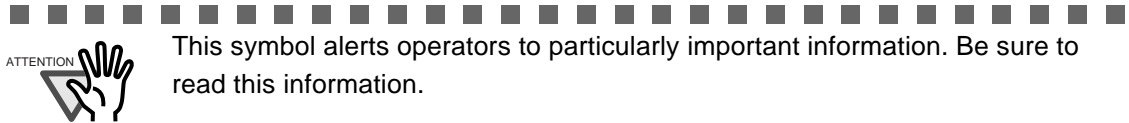
This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

Symbols Used In This Manual

This manual uses the following symbols in explanations in addition to warning indications.



This symbol shows operation with your computer.



This symbol shows operation with your scanner.



A TRIANGLE symbol indicates that special care and attention is required. The drawing inside the triangle shows the specific caution.



A CIRCLE with a diagonal line inside shows action which users may not perform. The drawing inside or under the circle shows the specific action that is not allowed.



Outline characters on a colored background show instructions users should follow. It may also include the drawing that shows the specific instruction.

Screen Examples In This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.

If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the User's Manual of the scanner application you are using.

Furthermore, the screenshots in this manual are for the ScanSnap Manager and the CardMinder application.

The screen examples in this manual are created according to Microsoft Corporation's Guideline.

About Maintenance

The user must not perform repairs on this scanner.

Contact the store where you purchased the scanner or an authorized FUJITSU Image Scanner service provider to make repairs to this product.

■ Safety Precautions



The following describes important warnings described in this manual.

Do not touch the AC cable with wet hands.



Do not touch the power plug with wet hands. Doing so might cause electric shock.

Do not damage the AC cable.



A damaged AC cable may cause fire or electric shock.
Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables.
Also, do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.

Use only specified AC cables and connector cables



Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and equipment failure.

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.



Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock.
Also, do not connect to multiple-power strips.

Wipe any dust from the power plug.



Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

Do not install in locations subject to oil smoke, steam, humidity, and dust.



Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

Do not use the scanner if you smell strange odor.



If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug.

Make sure that the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

Turn the scanner OFF if it is damaged.



If the scanner is damaged for any reason, turn off the scanner and unplug the power cable before contacting the store where you purchased the scanner.

Do not put liquids inside the scanner.



- Do not insert or drop metal objects in to the scanner.
- Do not scan wet documents or documents with paper clips or staples.
- Do not splash or allow the scanner to get wet.



If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, then contact the store where you bought the scanner or the Maintenance Service Center.



Pay particular attention to this warning in households where there are small children.

Do not touch the inside of the scanner unless necessary.



Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.



The following describes important cautions described in this manual.

Do not install the scanner on unstable surfaces.



Install the scanner on a desk so that none of its parts protrude outside of the desktop. Also, make sure that the scanner is installed on a flat, level surface. Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.



Install the scanner on a strong surface that will support the weight of the scanner and other devices.

Firmly insert the power plug.



Firmly insert the power plug into the power outlet as far it can go.

Do not block the ventilation ports.



Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may result in fire or scanner failure.

Do not place heavy objects or climb on top of the scanner.



Do not place heavy objects on the scanner or use the scanner's top surface for performing other work. Improper installation might cause injuries.

Before moving the scanner, disconnect the power plug from the power outlet.



Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries. Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect data cables. Also, make sure that the floor is free of obstructions.

Protect the scanner from static electricity.



Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.

Do not use aerosol sprays near the scanner.



Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting scanner failure and malfunction.

Avoid any contact when scanner is in use.



Avoid touching any scanner mechanism when scanning as this may cause injuries.

Disconnect the power plug from the power outlet when the scanner is not used for a long period of time.



When the scanner is not used for a long period of time, be sure to disconnect the power plug from the power outlet for safety.

Do not install the scanner in the direct sunlight.



Do not install the scanner in the direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing fire or scanner trouble. Install the scanner in a well-ventilated location.

Do not use the scanner immediately after moving it from a cold place into a warm room.



Do not use the device immediately after moving it from a cold place into a cold room. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

Chapter 1



Before You Start Using Your Scanner

1

This chapter describes the necessary preparations before using ScanSnap.

1.1 Checking the Contents of the Scanner Package 2

1.2 Names and Functions of Parts 3

1.1 Checking the Contents of the Scanner Package

When you unpack the scanner package, make sure that the package contains all the parts on the list included in the package.

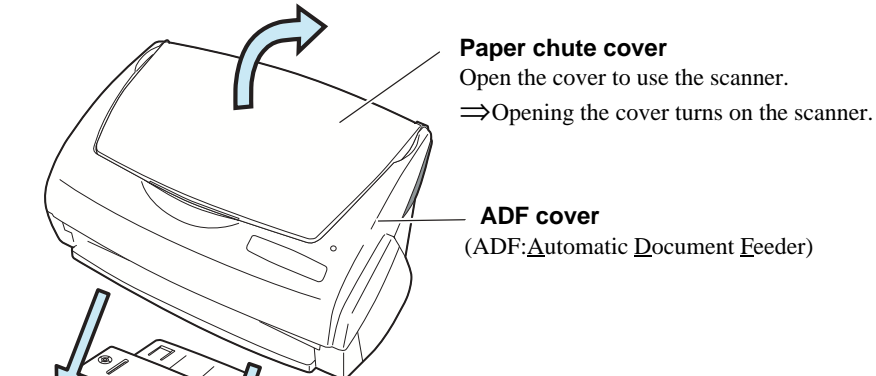
1.2 Names and Functions of Parts

This section describes the names of parts and their functions.

■ Front Side

1

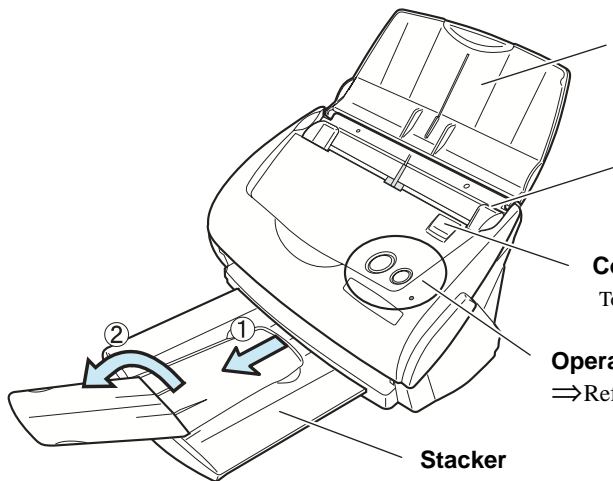
Before You Start Using Your Scanner



Paper chute cover
Open the cover to use the scanner.
⇒ Opening the cover turns on the scanner.

ADF cover
(ADF: Automatic Document Feeder)

Stacker
Attach the scanner as shown. Adjust the two front projection portions to the hollows on the bottom of the scanner.



Paper chute cover
After opening it, load the documents to be scanned on this unit.

Side guide
Adjust the side guides to the width of documents so that the scanned images will not get skewed.

Cover open lever
To open the ADF cover, pull this lever towards you.

Operation button
⇒ Refer to the next page.

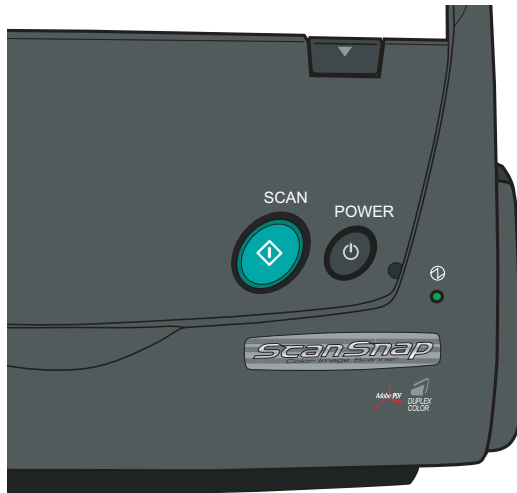
Stacker
Before using the stacker, pull it out as shown above.



You can also use the scanner without the Stacker.



■ Operation Button



[SCAN] button

Press this button to start the scanning.

[POWER] button

Turns on/off the power supply.

Power lamp

Indicates the scanner status.

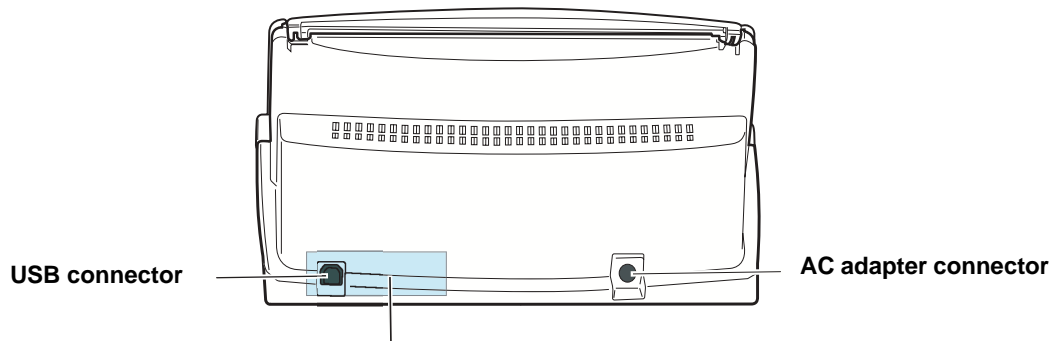
Green; Lighting :Ready

Green; Blinking :Scanning

Orange; Lighting :Error

Light off :Power off

■ Rear Side



Seal (informing you that the installation of the software has to be performed first)

After installing the software, remove this seal.

Chapter 2

Connecting ScanSnap

This chapter describes how to connect ScanSnap to your personal computer. Before you connect the ScanSnap scanner, install the supplied programs (Adobe Acrobat, CardMinder and ScanSnap Manager) on your personal computer.



- Please install ScanSnap Manager before connecting ScanSnap scanner to your personal computer. If you connect ScanSnap before installing the ScanSnap Mmanager, ScanSnap will not operate correctly.
- If you have connected ScanSnap beforehand, the "Found New Hardware Wizard" (this screen might differ slightly according to the used OS) screen appears. If this screen is displayed, click the [Cancel] button to close the Wizard screen and install ScanSnap Manager first.
- ScanSnap fi-5110EOX cannot be connected to a personal computer with ScanSnap! fi-4110EOX2 or another ScanSnapfi-5110EOX.
- If any driver of the ScanSnap! fi-4110EOX2 has already been installed on your computer, uninstall it before starting th installation.
- If the driver of ScanSnap! fi-4010CU has already been installed on your computer, there is no need to uninstall it. Both devices, ScanSnap fi-5110C and fi-4010CU, can be connected simultaneously to a personal computer.



ScanSnap Manager includes the driver software for ScanSnap! fi-4110EOX2. You can use this driver also for ScanSnap! fi-4110EOX2, if you have.

Note: It is not possible to simultaneously connect ScanSnap fi-5110EOX and ScanSnap! fi-4110EOX2 to one personal computer.



For details about the space required for installing the scanner, refer to the Appendix, under "Installation Specifications" (page 111).

2.1 Installing ScanSnap..... 6

2.2 Connecting ScanSnap to your PC..... 17

2.1 Installing ScanSnap

"Installation" is the operation of copying the program files supplied with ScanSnap to the hard disk of your PC, and creating the environment for using ScanSnap on the PC installed with the ScanSnap program files.

■ Before Installing ScanSnap

1. Before installing ScanSnap, please perform the following preparation.

■ Operating system

Either of the following OS is required:

- Windows 98
- Windows Me
- Windows 2000
- Windows XP (Service Pack 1 or later)

	Windows 98	Windows 98 (2nd Edition)	Windows Me	Windows 2000	Windows XP
ScanSnap Manager	✓	✓	✓	✓	✓
CardMinder	✓	✓	✓	✓	✓
Adobe Acrobat 6.0		✓		✓	✓
PDF Thumbnail View				✓	✓

2. Check your system.

The system requirements for ScanSnap are as follows:

■ Personal computer

- Intel® Pentium® III 600MHz or higher (recommended: Intel® Pentium® 4 1.8GHz or higher)
- CD-ROM drive (required for installation)
- USB port (USB 2.0/1.1)

■ RAM

- 128MB or more (recommended: 256MB or more)



- ScanSnap may not function if it is connected to the USB ports for the keyboard or monitor.
- If you are using a commercially available USB hub, use a type equipped with an AC adapter.
- If you connect the scanner with USB 2.0, it is required that the USB port and the Hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner with USB 1.1. If your computer has the compatible USB 2.0 port, please use it.
Refer to the following list for USB 2.0 support.
- If the CPU and the memory do not meet the required specification, the scanning speed will be down.

■ **Free disk space**

- ScanSnap Manager 50 Mbytes
- CardMinder 120 Mbytes
- Adobe Acrobat 6.0 250 Mbytes
- PDF Thumbnail View 5 Mbytes

■ **USB 2.0 support**

	Windows 98	Windows 98 (2nd Edition)	Windows Me	Windows 2000	Windows XP
On-board PC interface				✓	✓
Expansion card interfaces			✓	✓	✓

* USB 2.0 driver supplied by Microsoft Corporation is required for the usage of the above.

3. Make sure that ScanSnap is disconnected from your personal computer.
4. Start up your personal computer.
When using Windows 2000 or Windows XP, log on as a user with "Administrator" privileges (computer administrator privileges when using Microsoft Windows XP Home Edition operation system)
5. Close all currently running programs.



1. Insert the Adobe Acrobat 6.0 CD-ROM into the CD-ROM drive.
 ⇒ The CD-ROM is automatically recognized, and the "Adobe Acrobat 6.0 AutoPlay" screen is displayed.



If the "Adobe Acrobat 6.0 AutoPlay" screen is not displayed even after the Adobe Acrobat 6.0 CD-ROM is inserted into the CD-ROM drive, double-click the "AutoPlay.exe" icon at the CD-ROM drive using the Explorer.

2. The following screen is displayed. Select [Install] and click on the [Install Adobe Acrobat 6.0 Standard] button.



3. Click the [Next] button.



-
4. The setup screen appears. Install Adobe Acrobat following the instructions on the screen.



For details about the installation of Adobe Acrobat 6.0, click on the [How to install] button and read the instructions.

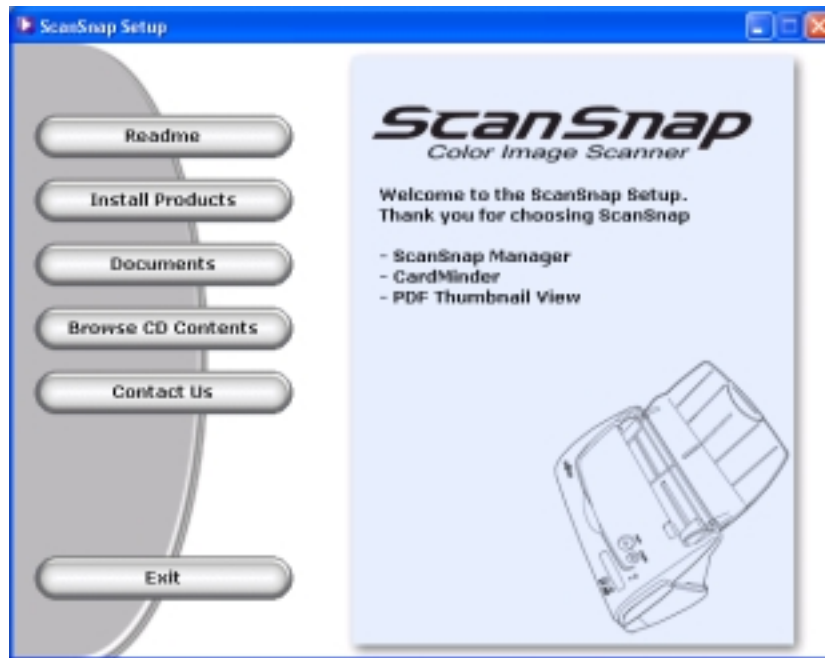
For details about the functions and operations of Adobe Acrobat 6.0, refer to the "Adobe Acrobat 6.0 Help."

■ Installing Supplied Programs

Install the supplied programs (ScanSnap Manager, CardMinder, PDF Thumbnail View) for ScanSnap from the "Setup CD-ROM" supplied with the scanner.



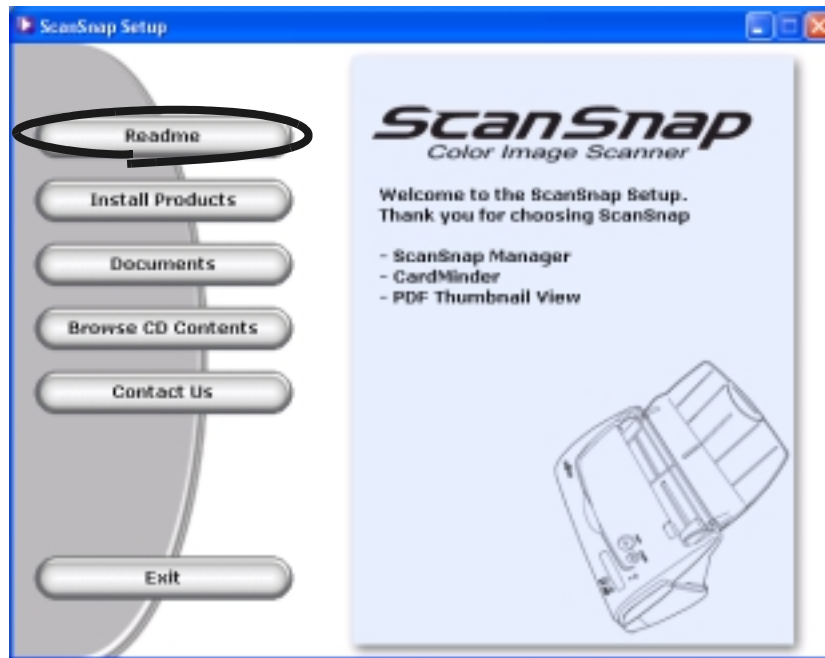
1. Insert the scanner Setup CD-ROM into the CD-ROM drive.
⇒ The "ScanSnap Installer" starts up and the "ScanSnap Setup" dialog box is displayed.



If the "ScanSnap Setup" dialog box is not displayed even after inserting the Setup CD-ROM into the CD-ROM drive, double-click the "Install.exe" icon in the folder of the used CD-ROM drive using the Explorer.

2. Click the [Readme] button in the "ScanSnap Setup" window.

This item describes the precautions to follow when installing and uninstalling ScanSnap, as well as the structure of the files on the Setup CD-ROM, and other information.



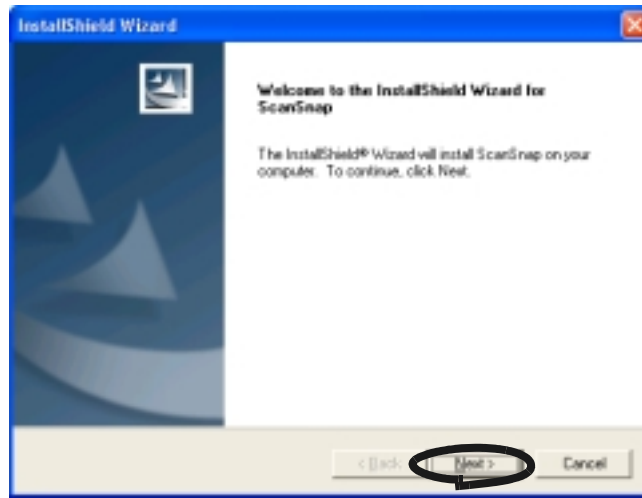
⇒ When you finished reading this description, close the screen.

3. Click the [Install Products] button in the "ScanSnap Setup" dialog box.



The "Welcome to the InstallShield Wizard for ScanSnap" screen is displayed.

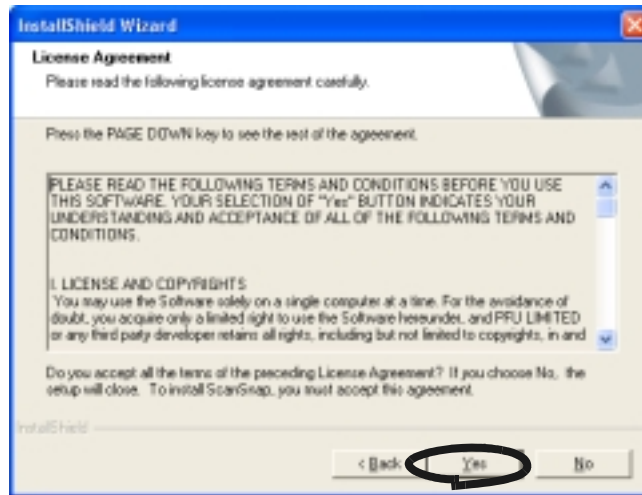
4. Click the [Next] button in "Welcome to the InstallShield Wizard for the ScanSnap"



⇒ The "License Agreement" screen is displayed.

5. Please read the details of the "License Agreement." If you agree with them, click the [Yes] button.

If you do not accept the terms, click the [No] button. This will abort the installation.



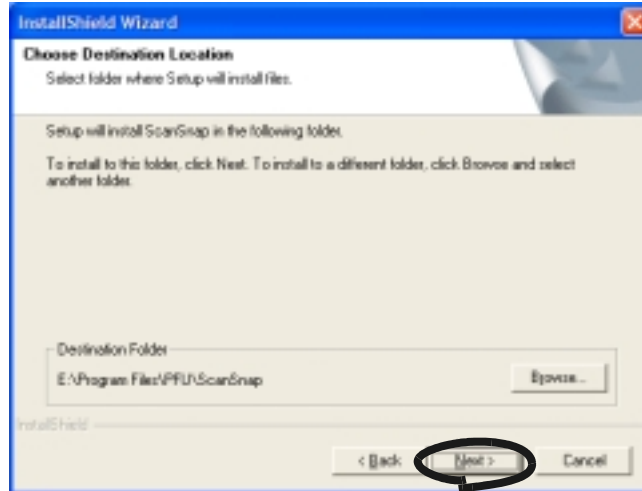
⇒ When you click the [Yes] button, the "Choose Destination Location" screen is displayed.

-
6. In the "Choose Destination Location" screen, choose the installation directory and click the [Next] button.

To install ScanSnap in the displayed folder, click the [Next] button.

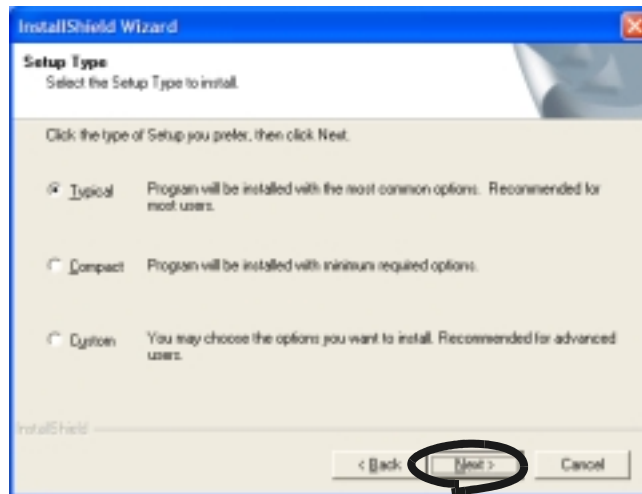
Normally, there is no need to change the folder in the installation directory. Change the installation directory if there is not enough free disk space available for the selected drive.

To change the installation folder for ScanSnap, click the [Browse...] button. The "Select Directory" dialog box is displayed. Select the folder to install ScanSnap to.



⇒ The "Setup Type" screen is displayed.

7. Select an installation option and click [Next] button.
Select [Typical] for ordinary use.



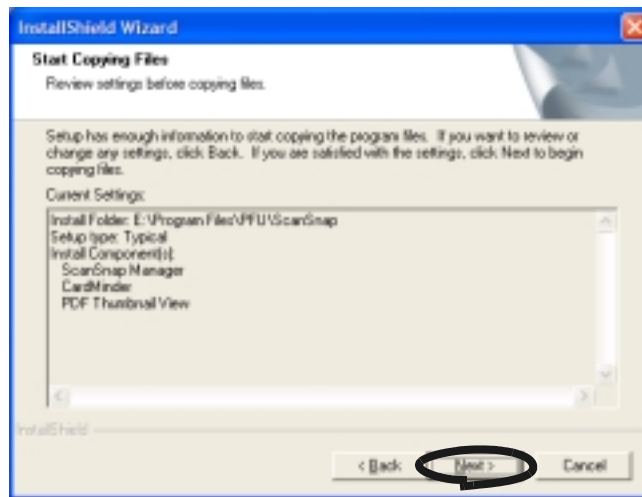
⇒ This displays the "Start Copying Files" screen.



Depending on the selected item, the following programs are installed.

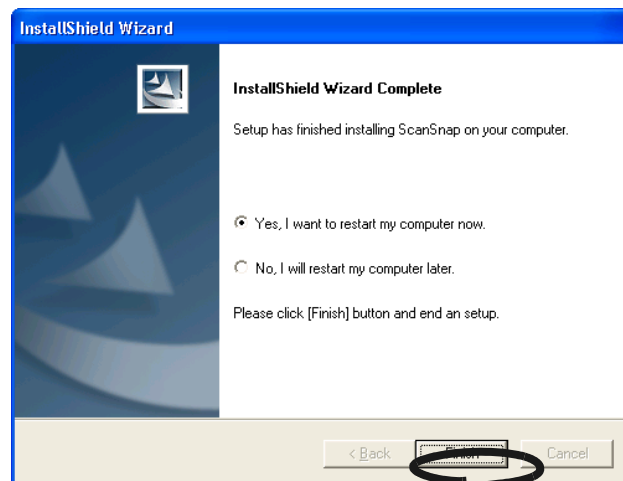
- Typical
"ScanSnap Manager", "CardMinder" and "PDF Thumbnail View" are installed including their manuals.
- Compact
"ScanSnap Manager" is installed including its manual.
- Custom
You can select the software and the manuals to install.

8. In the "Start Copying Files" screen, check the files that will be installed and click the [Next] button.



⇒ This starts the installation of the programs supplied with ScanSnap. After the installation has finished, the "InstallShield Wizard Complete" screen will be displayed.

9. In the "InstallShield Wizard Complete" screen, click the [Finish] button.



⇒ If you selected "Yes, I want to restart my computer now", your PC will be restarted.

⇒ If you selected "No, I will restart my computer later.", the "ScanSnap Setup" dialog box will be displayed. Click the [Exit] button to close the "ScanSnap Setup" dialog box (To complete the installation, you have to restart your PC.)



To display the "ScanSnap fi-5110EOX Operator's Guide" and "CardMinder User's Guide," Adobe Acrobat or Adobe® Acrobat® Reader™ is required. If this software is not installed on your PC, install Acrobat 6.0 from the "Adobe Acrobat 6.0 CD-ROM" supplied with the scanner.

2.2 Connecting ScanSnap to your PC

Follow the procedure below to connect ScanSnap to your PC.

1. Connect ScanSnap to a power outlet using the AC cable.
2. Connect ScanSnap to your PC using the USB cable.



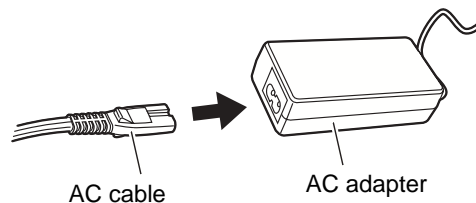
- Be sure to connect the AC cable first before connecting the USB cable.
- Be sure to install ScanSnap Manager to your PC before connecting ScanSnap to your PC. (For details about the installation, refer to "Installing ScanSnap" (page 6)).

The following describes each of the above two procedures.

■ Connecting the AC Adapter

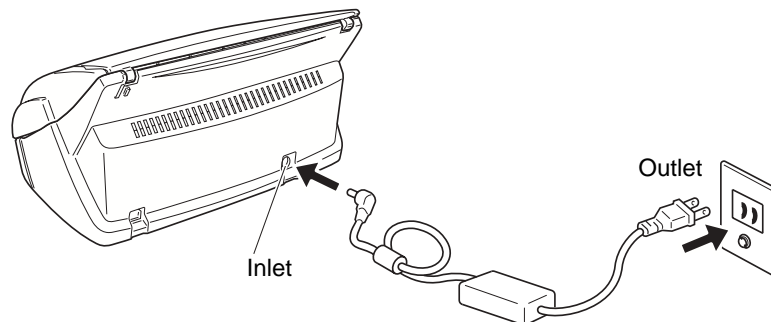
Connect the power cable as shown below.

1. Connect the AC cable to the AC adapter.



Do not use cables other than the ones supplied with this product.
Use only specified AC cables and AC adapter.

2. Connect the AC adapter to the AC adapter connector on ScanSnap and to a power outlet.



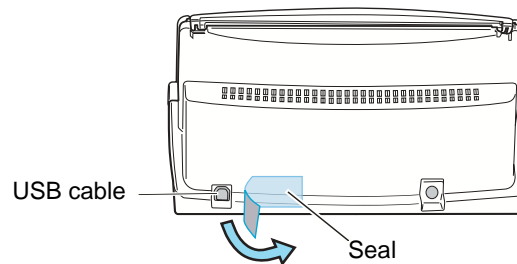
■ Connecting the USB Cable

Connect the USB cable as shown below.



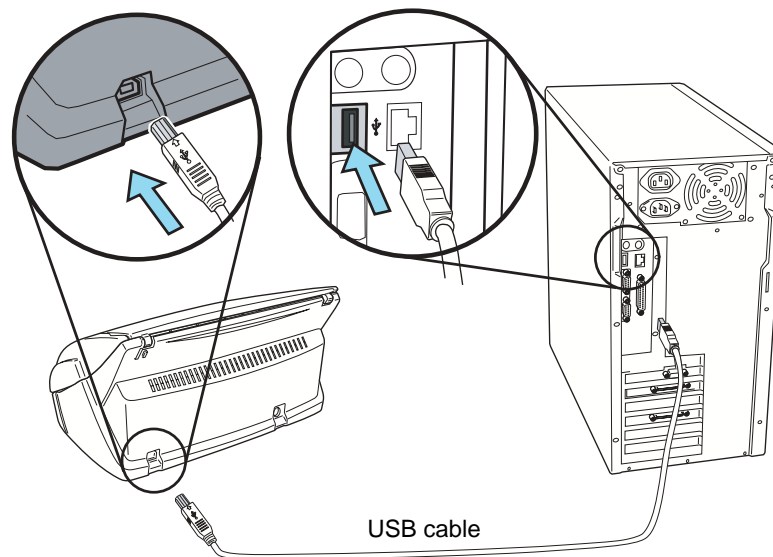
- Use only the USB cable supplied with the Scanner. The operation with a commercially available USB cable is not guaranteed.
- When connecting to a USB hub, be sure to connect the scanner to the hub nearest your PC (first stage). If you connect to a USB hub from the second stage onwards, ScanSnap may not function correctly.
- If you connect the scanner with USB 2.0, it is required that the USB port and the Hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner with USB 1.1. If your computer has the compatible USB 2.0 port, please use it.

1. Remove the seal on the rear side of ScanSnap scanner.

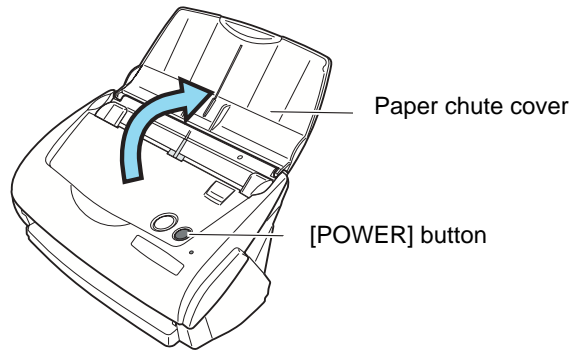


2. Insert the USB cable into the USB connector of ScanSnap and plug the other end of the cable into the USB port on your PC.

Insert firmly the USB-cable as far as it can go into the connector.



3. Open the paper chute cover of ScanSnap.



⇒ ScanSnap is automatically turned on and detected by your PC.



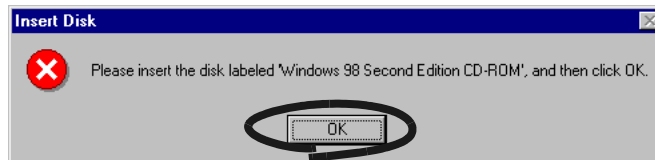
If the scanner is not automatically turned on, push the [POWER] button on the scanner.



■ **For Windows 98**

The "Insert disk" request is displayed.

Insert the Windows 98 CD-ROM into the CD-ROM drive, and click the [OK] button.

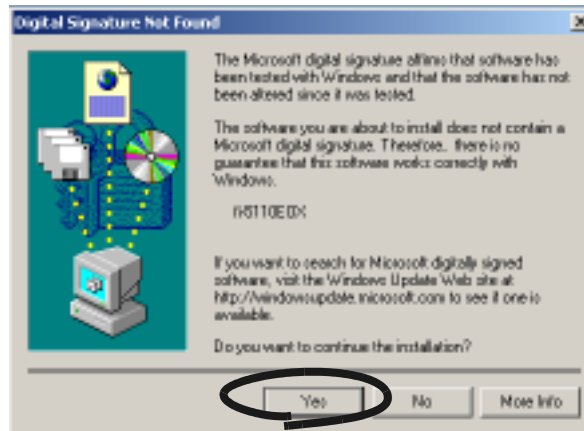


■ **For Windows Me**

New hardware is automatically added, and processing is continued.

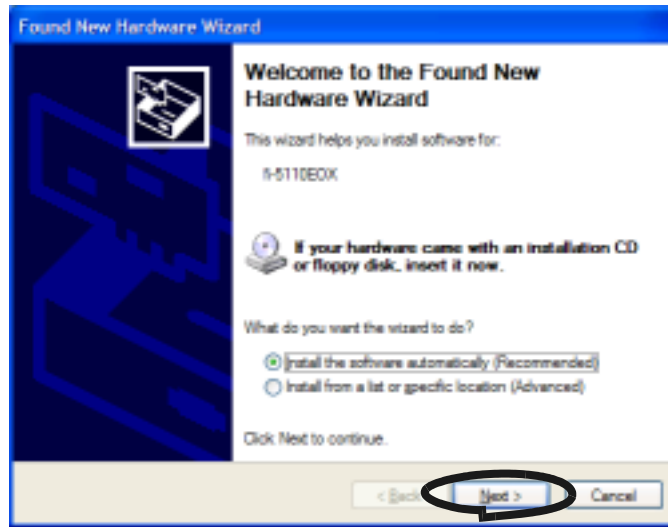
■ **For Windows 2000**

The "Digital Signature Not Found" dialog box is displayed. Click the [Yes] button.



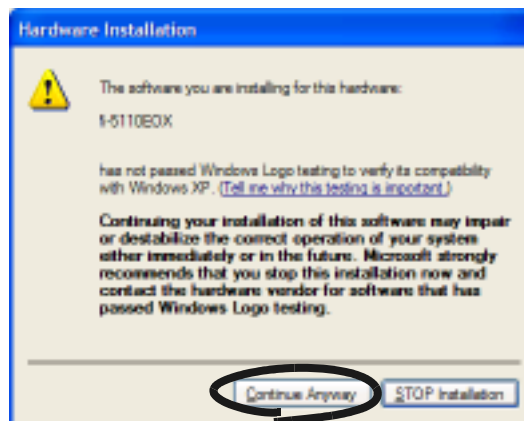
■ For Windows XP

The "Found New Hardware Wizard" dialog box is displayed. Click the [Next] button.



Although the message "If your hardware came with an installation CD or floppy disk, insert it now." is displayed, you do not need to insert the CD into the CD-ROM drive.


The "Hardware Installation" dialog box is displayed. Click the [Continue Anyway] button.



The "Found New Hardware Wizard" dialog box informing you that the Wizard will end is displayed. Click the [Finish] button.

⇒ ScanSnap is added to your PC as new hardware.



It may take some time for the "ScanSnap Manager" icon on the task tray to be displayed as .

Push the [POWER] button on the scanner when the icon remains as .



When you turn off/on the scanner, press the [POWER] button for longer than one second.

*For preventing mis-operation, the [POWER] button does not work unless it is pressed for longer than one second.



The power supply of this scanner is controlled by performing the following actions:

- Opening/closing the paper chute cover on the scanner,
- Turning on/off the PC,
- Pushing the [POWER] button on the scanner (when the paper chute cover is opened).

Opening /closing the paper chute cover controls the scanner's power in any case. For example, the scanner will not be turned on even when you have switched on your PC if the paper chute cover is closed.

Generally, you can simply turn on/off the scanner only by opening/closing the paper chute cover when the scanner is connected to your PC.



Chapter 3



Basic Scanner Operations

This chapter describes the basic operations of ScanSnap.



3.1 Flow of Operations	24
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3.4 Changing Scan Settings.....	35
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3.1 Flow of Operations

This section describes the flow of operations starting with the scanning of documents on ScanSnap to the saving of scanned images in PDF format.

■ Preparation

Operation

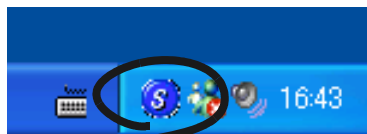


1. Make sure that the AC cable is connected to the scanner.
2. Make sure that the scanner is correctly connected to your PC.

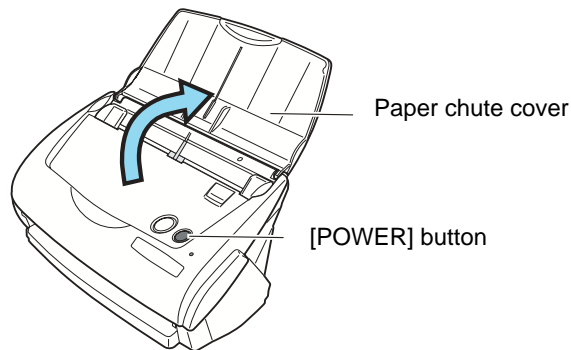


You can connect the scanner to your computer after turning it on. When the scanner is already connected to your PC, you do not need to reconnect it.

3. Turn on your PC.
⇒ The "ScanSnap Manager" icon appears when Windows is started up.



4. Open the paper chute cover.



⇒ The scanner is turned on and the "ScanSnap Manager" icon will change from  to .



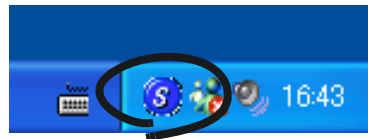
If the scanner is not automatically turned on even when the paper chute cover is opened, push the [POWER] button on the scanner.

■ Scanning documents

Operation



1. Make sure that the "ScanSnap Manager" icon is displayed on the task tray.



If the "ScanSnap Manager" icon is not displayed on the task tray, select [Programs] - [ScanSnap Manager] - [ScanSnap Manager] from the [Start] menu to start up "ScanSnap Manager".

Generally, "ScanSnap Manager" is registered under "Startup" programs, so its icon is displayed on the tasktray when Windows is started up. If it is not registered under "Startup" programs, select [All Programs] - [ScanSnap Manager] - [Startup Register] from [Start] menu in order to register it.

2. Load the document onto the scanner.

Refer to "3.2 Scanning Different Document Types" (page 30) and "3.3 Loading Documents" (page 32).

3. Press  ([SCAN] button).

⇒ This starts the scanning.

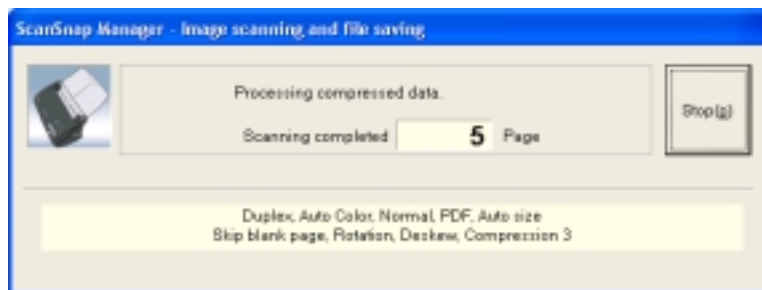


As the default setting, documents are scanned with the "Duplex" mode when you press the [SCAN] button. With "ScanSnap Manager", you can set the scanner to scan documents using "Simplex" mode by pressing the [SCAN] button.

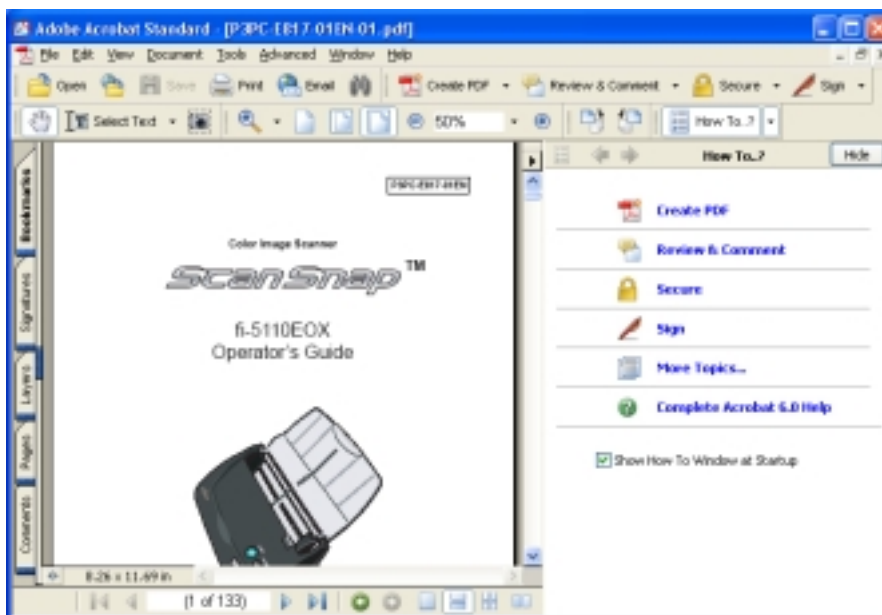


- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute cover nor push the [POWER] button on the scanner during the scanning operation.

⇒ The lamp on the scanner lights green during the scanning operation.
The following window appears to indicate the scanning status.



⇒ The supplied application (Adobe Acrobat, etc.) is started up and the scanned image is displayed.



For details about the settings for the scanning, file names and the destination folder to save the data, etc., refer to "3.4 Changing Scan Settings" (page 35).
About the scanning of Business cards, please refer to "3.6 Scanning Business Cards" (page 72).



As the default setting, documents are scanned according to the following setting: "Scan mode: Normal" and "Select color mode: Auto".



- Before scanning documents containing printed or handwritten text, mark the "Setting for text only document" checkbox under [Option...] on the [Scanning] tab in the "Scan and Save Settings" dialog box. For details, refer to "3.4 Changing Scan Settings" (on page 35).
- The application that is automatically started up after the scanning depends on the setting of the [Application] tab in the "Scan and Save Settings" dialog box. For details, refer to "3.4 Changing Scan Settings" (on page 35).
- Scanned documents can also be saved in an image format (JPEG). In this case, change the document scan settings before scanning the document. For details about changing the document scan settings, refer to "3.4 Changing Scan Settings" (on page 35). The following document scan settings can be changed:
 - Application linked to ScanSnap
 - Folder to save scanned images to
 - Name of file to save scanned images to
 - Format of file for scanned image (*.pdf/*.jpg)
 - Document size
 - Scan mode (draft, high quality, reduce noise of back side image, automatically remove blank pages)
 - Size of file for scanned image
 - The compression ratio of scanned images

The scanning scale may vary slightly.

- With Adobe Acrobat 6.0, scanned Images (saved as a PDF file) can be processed with the following functions:
 - **Convert a scanned page to searchable text**
From the menu, select [Document] - [Paper Capture] - [Start Capture...]
*)In case of using colored images, verify that the image has been scanned in "Better" or "Best" scanning quality mode before performing this operation. (please refer to page 42)
 - **Reduce PDF file size**
From the menu, select [File] -[Reduce File Size]

For details on how to use the above functions, please refer to the [Acrobat 6.0 Help]

■ Turning the Scanner ON/OFF

ScanSnap can be turned on/off performing the following actions:

- Turning on/off the PC,
- Opening/closing the paper chute cover of the scanner.

In general, you do not need to turn on/off the scanner when it is connected to your PC.

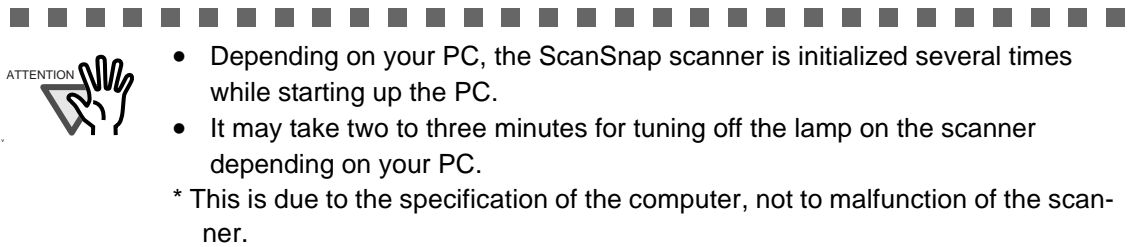
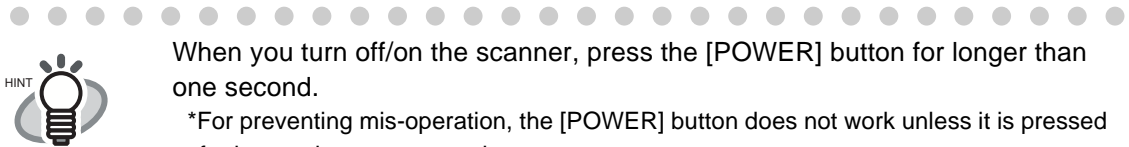
Turning off your PC or closing the paper chute cover....

The lamp on the scanner goes off and the scanner is turned off.

Turning on your PC or opening the paper chute cover....

The lamp on the scanner lights up and the scanner is turned on.


To turn off the scanner when the paper chute cover is opened, push the [POWER] button on the scanner.



■ End of Operation

Closing "ScanSnap Manager"



Right-click "ScanSnap Manager" icon  on the task tray, and select "Exit" from the menu.



HINT

"ScanSnap Manager" is necessary for operation ScanSnap. When you start up "ScanSnap Manager", select [All Programs] - [ScanSnap Manager] - [ScanSnap Manager].
(*Generally, "ScanSnap Manager" does not need to be ended.)

Disconnecting the scanner



1. Close the paper chute cover to turn off the scanner.
⇒ The "ScanSnap Manager" icon in the task tray changes from the "activated" symbol to the "deactivated" one.
2. Disconnect the USB cable from your PC.
3. Disconnect the AC cable from the power outlet.



HINT

The power of the scanner is controlled by turning on/off of the PC or opening/closing of the paper chute cover. In general you do not have to turn on/off the scanner when it is connected to your PC.

3.2 Scanning Different Document Types

The table below summarizes the types of documents that can be scanned on this scanner.

Media	Paper commonly used in offices, Post card, Business card	
Weight	52 g/m ² to 127 g/m ² (14 lb to 28 lb)	
Size	Legal	(8.5 in. × 14 in.)
	A4	(210 mm × 297 mm)
	Letter	(8.5 in. × 11 in.)
	B5	(182 mm × 257 mm)
	A5	(148 mm × 210 mm)
	B6	(128 mm × 182 mm)
	A6	(105 mm × 148 mm)
	Post card	(100 mm × 148 mm)
	Business card	(55 mm × 90 mm)
	Custom	Width: 50.8 to 216 mm (2 to 8.5 in.) Length: 50.8 to 360 mm (2 to 14.17 in.)



Do not use the following documents:

- Documents with paper clips or staples
- Documents on which the ink is still wet
- Documents larger than Legal (width: 8.5 in., length: 14 in.)
- Documents smaller than 2 (width) x 2 (length) inches
- Materials other than paper such as fabric, metal foil, or transparencies
- Documents thinner than 52 g/m² (14 lb) and thicker than 127 g/m² (28 lb)
- Carbon paper
- Photosensitive paper

The following documents may not be scanned successfully:

- Documents of non-uniform thickness (e.g. envelopes, etc.)
- Wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Perforated or punched documents
- Documents that are not square or rectangular
- Documents of non-uniform width
- Carbonless paper



- To prevent the rollers from getting dirty, avoid scanning documents containing large areas written or filled with pencil. If the scanning of such documents is inevitable, clean the rollers more frequently. For details please refer to "6.2 Cleaning the Scanner Exterior" (page 93).
- Carbonless paper contains chemical substances that may harm the Pad ASSY or rollers (e.g. Pick roller) when documents are fed. Pay attention to the following:
 - Clean the Pad ASSY or rollers as frequently as possible.
 - The service life of the scanner may be shortened compared with the case of scanning woodfree paper.
- When scanning photos on the scanner, they may get scratched on their surfaces.

3.3 Loading Documents

This section describes how to load documents onto the scanner.

■ How to load documents

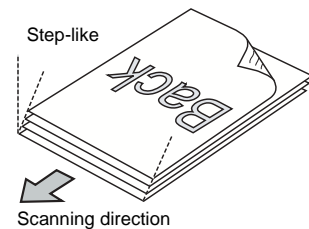
1. Align the edges of the document.

Align the edges of the document as follows:

- 1) Straighten the edges of the document.
Straighten both edges of the document stack for scanning it correctly.
- 2) Check the number of the sheets in the document stack.
The standard number of sheets that can be loaded on the scanner is as follows:
-A4-size paper or smaller that makes a document stack or 5mm or less (50 sheets at 64g/m^2 or at 17 lb)

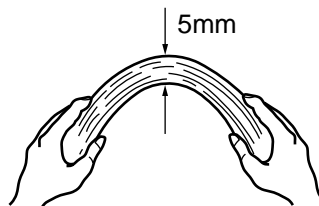


Scanning accuracy increases when the document is loaded onto the scanner so that the leading edges of the papers form a step-like pattern as shown in the figure.

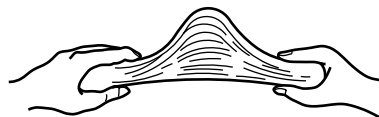


Before loading the document onto the scanner, fan it as follows:

- 1) Take out the stack of documents of thickness 5 mm or less.
- 2) Hold both ends of the document with both hands, and bend the documents into an arch.



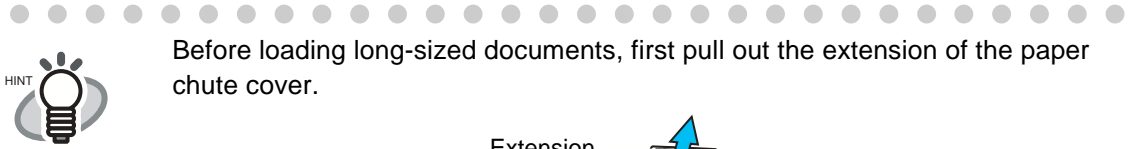
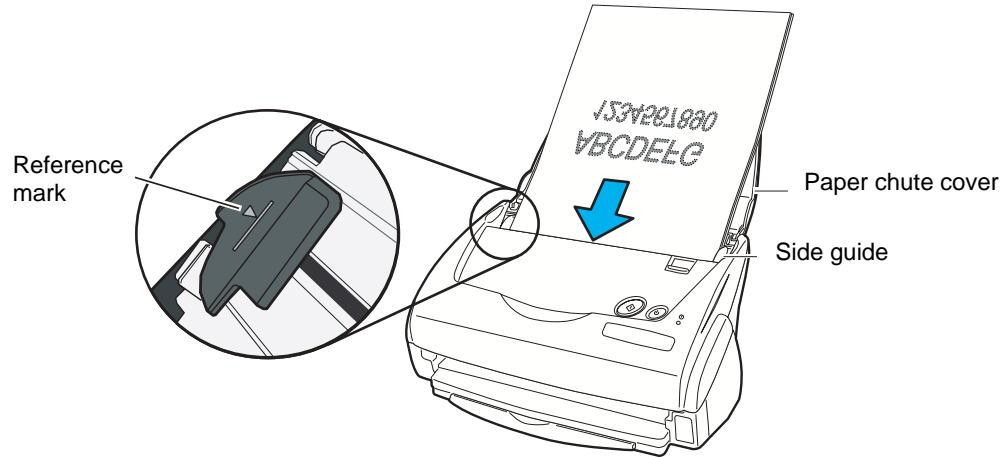
- 3) Firmly holding the document with both hands and bend back the document as follows so that the bent section rises up in the middle of the document.



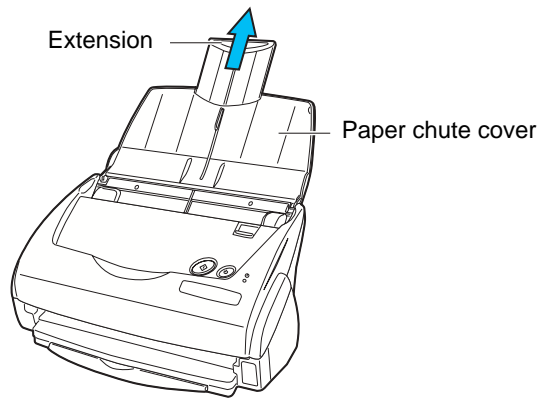
- 4) Repeat steps 1) to 3) a few times.
- 5) Turn the document staple 90 degrees, hold the other two sides of the document, and fan it again.

2. Load the document onto the paper chute cover.

Load the document so that the top side of the two-sided document (in the case of two or more document sheets, the first page) faces towards the paper chute cover. Reduce the quantity of the documents, when the thickness of stack exceeds the reference marks on the side guides.

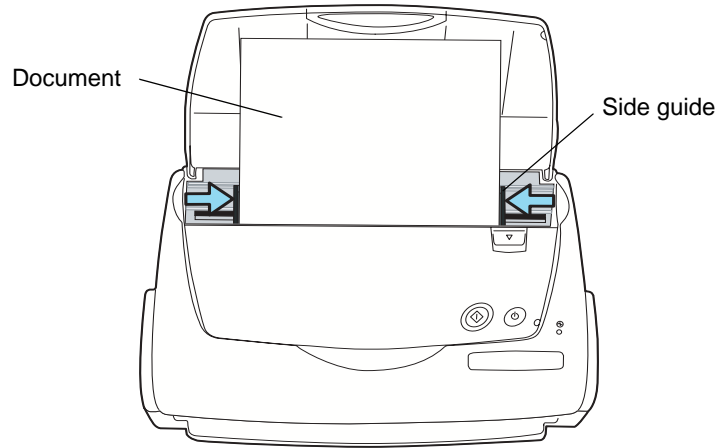


Before loading long-sized documents, first pull out the extension of the paper chute cover.



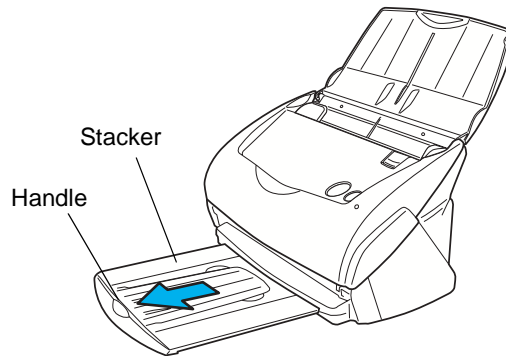
3. Adjust the side guides to the document width.

Move the side guides so that there is no space between the document edges and the side guides. If there is a space between the document edges and the guides, the scanned images may be skewed.

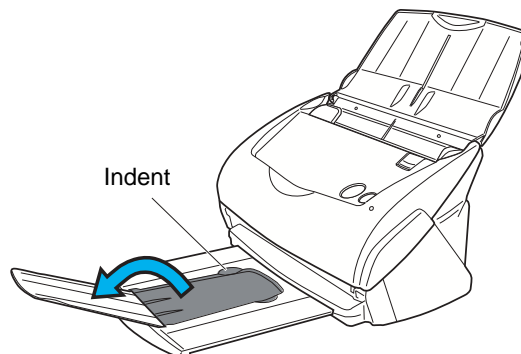


If you use the stacker, scanned document sheets will not be separated when they have passed through the scanner. For details on how to attach the stacker to the scanner, refer to "Names and Functions of Parts" on page 3. Use the stacker as follows.

1. Pull out the stacker towards you while holding it by its handle.




2. Insert your finger into the indent and lift up the stacker extension to clap it out.

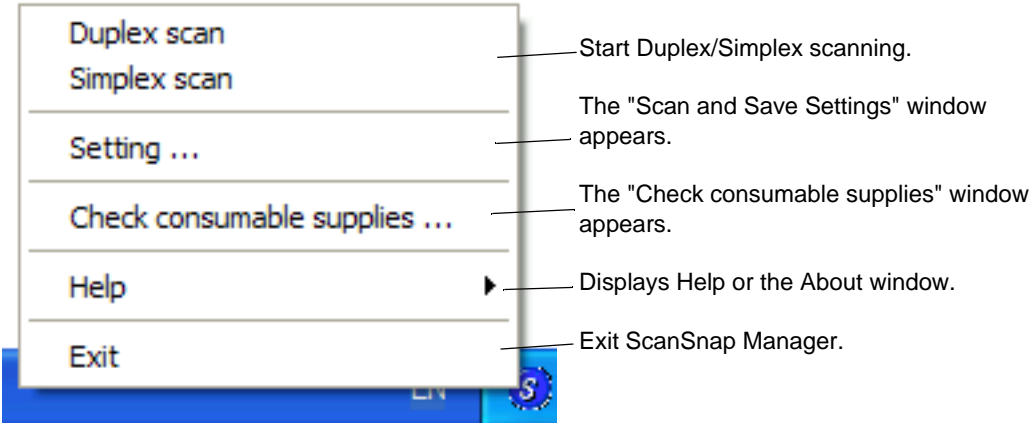


3.4 Changing Scan Settings

All the operations of ScanSnap are controlled by the "ScanSnap Manager".

Generally, ScanSnap Manager is registered on the task tray and displayed as .

Right-clicking this icon, the following menu appears. With this menu you can start the scanning, configure settings for scanning, or checking consumables.



This section describes the settings on the "Scan and Save Settings" window.

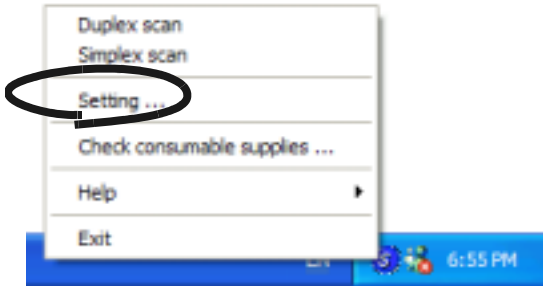
The following settings can be changed:

- Application that is automatically started up after scanning on ScanSnap → [Application]
- Folder to save scanned images to → [Save]
- Scan mode (draft scan, high quality scan, scan in color mode, scan in B&W mode, reduce noise of back side image, automatically remove blank pages) → [Scanning]
- Format of file for the scanned image → [File option]
- Document scan size → [Paper size]
- Size of the file when saving scanned images → [Compression]

The following describes how to change the settings.



1. Right click the "ScanSnap Manager" icon on the task tray and select [Setting...] from the displayed menu.

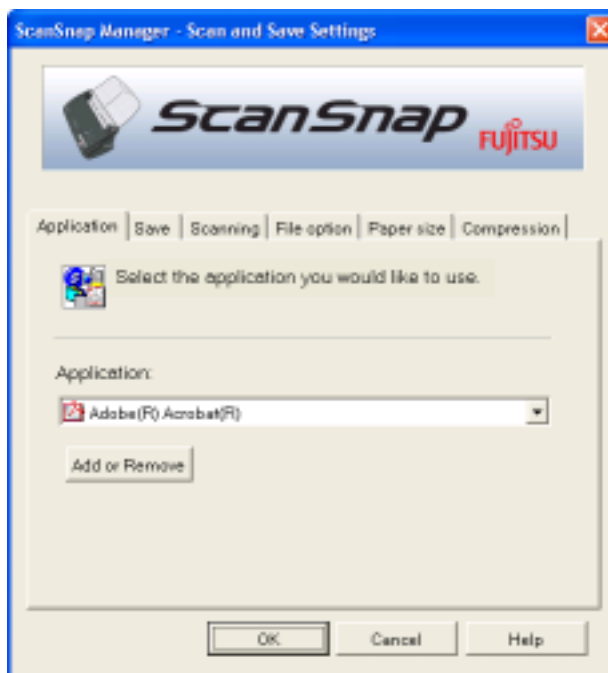


⇒ The "Scan and Save Settings" dialog box is displayed.



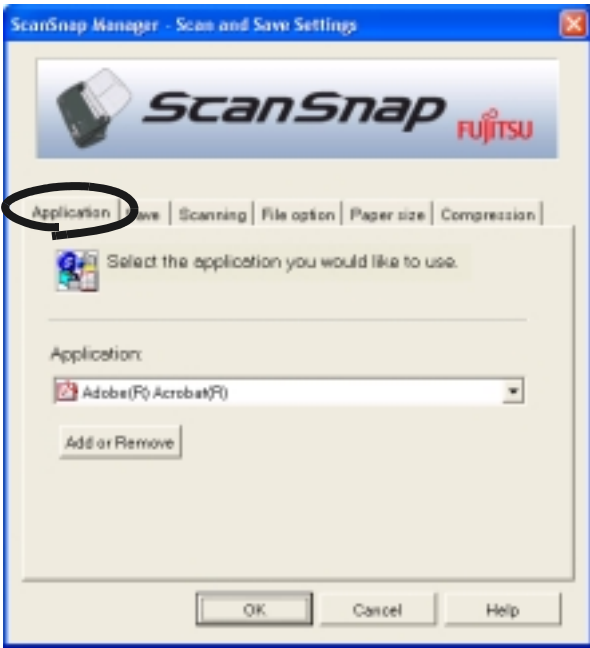
You can launch "Scan and Save Settings" dialog box by simultaneously pressing [Ctrl] + [Shift] + [Space] or double clicking the icon on the task tray.

2. Change the scan settings on the "Scan and Save Settings" window.




The following describes the setting items of each of the tab panels.

[Application] tab




■ **Application:**

Specifies the application to be executed and linked to ScanSnap. The specified program is started up after the document is scanned on ScanSnap. Click  to select the application.

You can select one from the following applications:

- Scan to File (image data will be simply saved as files)
- Adobe® Acrobat®
- Adobe® Acrobat® Reader™ or Adobe® Reader®
- CardMinder



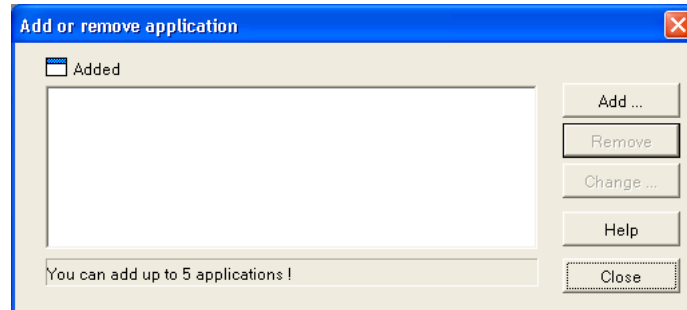
- The above applications automatically become selectable when they are currently installed. If they have been uninstalled, they are automatically no longer displayed among the selection items.
- If you select "Scan to File (only saves image data as files)", the scanned image is saved to file after the scanning is completed. The scanning result is not displayed on screen. This setting is ideal when the scanning result needs not be confirmed each time a document is scanned.
- If you select "CardMinder " at "Application:" on the [Application] tab, the [File option], [Paper size] and [Compression] tabs are not displayed.
- When the CardMinder is started up, the application at "Application:" on the [Application] tab automatically enters the mode specified by "CardMinder". When you exit CardMinder, the original specified mode will be restored.

■ [Add or Remove] button

Applications can be added or removed at "Application".

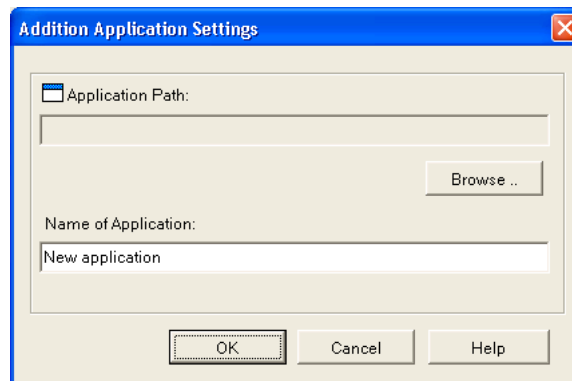
When you click the [Add or Remove] button, the following screen is displayed.

(Up to five applications can be registered.)

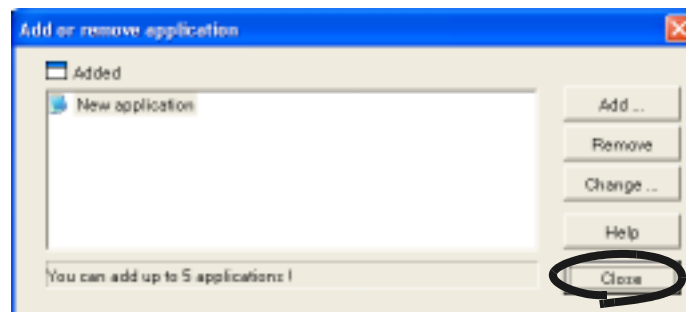


<To add an application>

- 1 Click the [Add...] button.
- 2 The following screen is displayed.



- Click the [Browse...] button, and select either the shortcut file (.lnk) of the application to register or select the execution file (.exe).
⇒ The folder of the selected application is displayed at "Path".
 - Enter the name to be displayed at "Name".
⇒ The name you entered is displayed at "Application:".
- 3 When you have finished the above setting, click the [OK] button.
 - 4 The following screen is displayed and the new application is added. Click the [Close] button to close the screen.





When you add an application, please select an application that is able to process files of the following formats.

JPEG (*.jpg), PDF (*.pdf)

Scanned images cannot be displayed properly unless these file formats are supported.

This can be confirmed by the following method:

<Example: To confirm if the selected application is able to process files of JPEG format>

1. Create a shortcut for the application you wish to add.
2. Drag-and-drop any file in JPEG format (*.jpg) onto the shortcut.
⇒ If the application starts up and the file opens, the application supports JPEG format files.

However, certain applications that satisfy the above requirements may not work properly. In that case, start up the application first and then open the files created by ScanSnap.

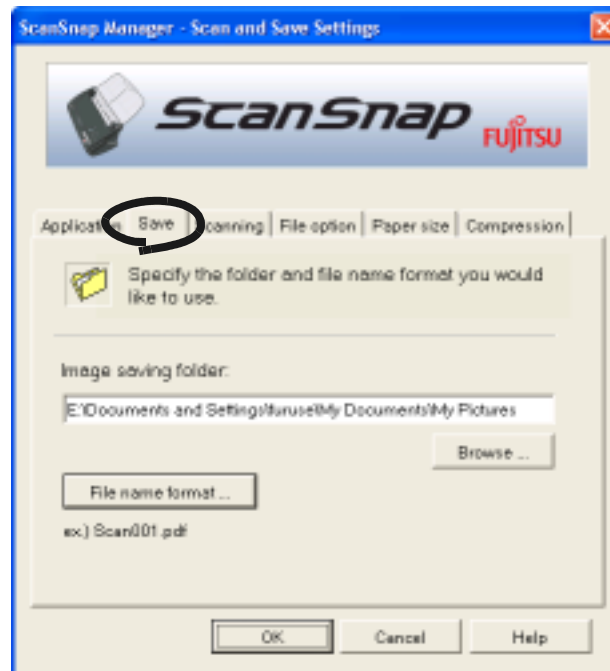
<To remove an application>

- 1 Select the application you want to remove in the "Add or remove application" screen, and click the [Remove] button.
- 2 The confirmation screen will be displayed. Click the [Yes] button in this screen.
- 3 Confirm that the application has been removed, and then click the [Close] button.

<To change settings>

- 1 Select the application whose settings you wish to change in the "Add or remove application" screen, and click the [Change...] button.
- 2 The "Setting of additional application" screen is displayed. Change the desired items.
- 3 When you have finished the above setting, click the [OK] button.
- 4 The "Add or remove application" screen is displayed, and the settings are changed. Click the [Close] button to close the screen.

[Save] tab

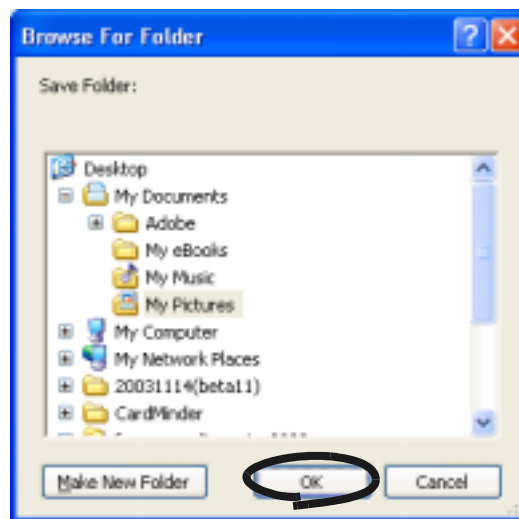


■ Folder path to save an image:

Specify the folder to save the scanned image to.

When you click the [Browse...] button, the "Browse for Folder" screen is displayed.

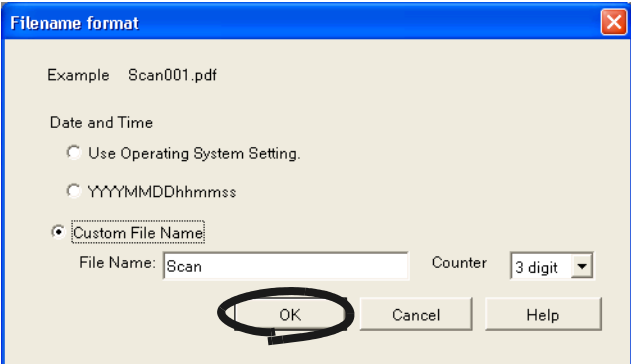
Select the folder to save the scanned image to and click the [OK] button.



The function "Make New Folder" is not provided for Windows 98.

■ [Filename format...] button

Set the name of the file to save the scanned image to.
When you click the [File name format...] button, the following screen is displayed.



The following three settings can be specified.

- 1 "Date and time (depending on the setting of your Operating System)"
Files are named according to the settings of the Operating System of your PC.
When there is any character not appropriate for file names, like (/;+,*>"<>|), such character will be replaced by “-“ (hyphen).
- 2 "Date and time (YYYYMMDDhhmmss)"
Set the date and time for the file name when saving a scanned image to a file.
Example) When the file is saved in PDF format at 19:00:50 on December, 27, 2003, the file name will become: 20031227190050.pdf
- 3 "Custom File Name:"
A file is named combining the text string entered at "File Name:" and the number with the digits specified at "Counter".
(An example of a file name is displayed on the top of the screen.)



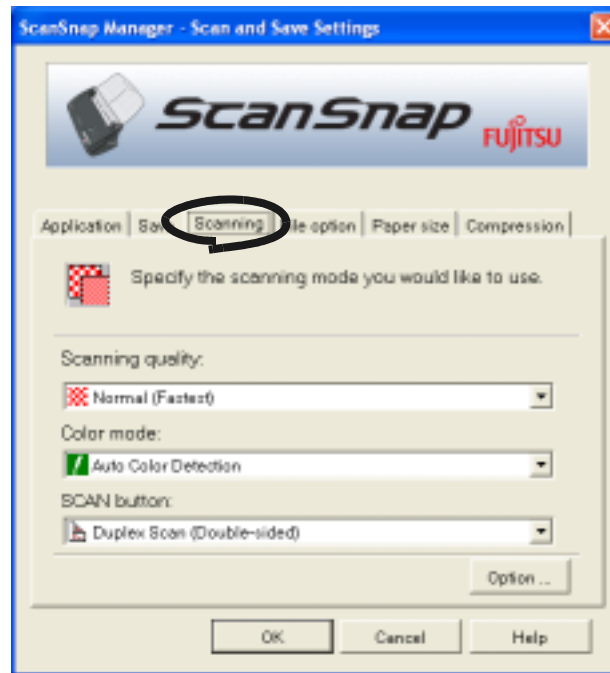
About "Counter:"

- When there is not another file with the same name as the one specified at "File Name:" in the save destination folder (specified on the [Save] tab), the counter becomes 1 (001 in the case of three digits). From then on, the counter is incremented by one upon saving a new file.
- When there is a file having the same name in the save destination folder, the counter becomes the smallest unused number.
Example) When files Scan01.pdf, Scan03.pdf, Scan04.pdf exist in the folder, and the scanned image is saved to a file having the same name from then on, the counter becomes Scan02.pdf, Scan05.pdf, Scan06.pdf, Scan07.pdf and so forth.
- When the specified number of digits is exceeded (for example, when saving the 100 th file when two digits are specified.), the number of digits is incremented by one.



Clicking the [OK] button enables the settings.
(An example of the file name that you set is displayed under the [File name format...] button.)

[Scanning] tab



■ Scanning quality:

Specify whether to scan documents quickly or at higher quality.
Select one of the following modes:

- Normal (Fastest)
Select this mode when you wish to scan documents quickly.
- Better (Faster)
Select this mode when you wish to scan documents at higher quality.
- Best (Slow)
Select this mode when you wish to scan documents at even higher quality.
- Excellent (Slower)
Select this mode when you wish to scan documents at the highest quality



Normal is equivalent of 150 dpi for color and 300 dpi for B&W, Fine is equivalent to 200 dpi for color and 400 dpi for B&W, Best is equivalent to 300 dpi for color and 600 dpi for B&W, and Excellent is equivalent to 600 dpi for color and 1200 dpi for B&W.

Generally, the higher the required scanning quality is specified, the longer it takes to scan documents and the larger the file size becomes.

■ Color mode:

Specify whether to scan documents in color or in black-and-white.
Select one of the following modes:

- Auto Color Detection (Automatically recognize each document color)
ScanSnap automatically recognizes whether the document to scan is colored or black-and-white and switches the scan mode accordingly.
- Color
Scans the document in the color mode.
This setting is ideal for scanning colored documents.
- B&W
Scans the document in the B&W mode.
This setting is ideal for scanning black-and-white documents containing mostly text. File sizes can also be kept smaller at the B&W setting compared to the color mode.



Normally, set this setting item to "Auto Color Detection".


If this setting is specified, there is no need to change the color mode each time you scan a document.

Please be noted that the color of the followings may be judged as black and white:

- Faintly-toned paper
- Document which have a colored portion

To scan such documents in color, select "Color" at "Color mode".

■ **SCAN button:**

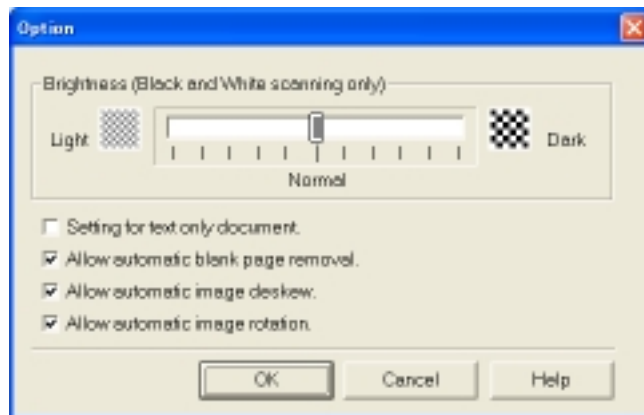
Specifies the scanning mode that is launched when pressing the [SCAN] button  on the scanner.

Select [Duplex Scan] or [Simplex Scan] from the menu.

■ **[Option...] button**

With this item you can configure other scanning related settings.

Clicking the [Option...] button displays the following screen.



■ **Brightness (Black and White scanning only)**

Sets the density for scanning black-and-white images.

Moving the slider control to the left will lighten the scanned image, while moving the slider control to the right results in a darker scanned image.

- * This setting item becomes available when "B&W" is currently selected at "Color mode:" or when "Auto" is selected at "Color mode:" and black-and-white documents are automatically recognized.

■ **Setting for text only document.**

Mark the checkbox as follows according to the type of your document.

- Mark this checkbox when scanning documents containing printed or handwritten text.
- Unmark this checkbox when scanning documents containing photographs.
- * This setting item becomes available when "Color" is currently selected at "Color mode:" or when "Auto" is selected at "Color mode:" and color documents are automatically recognized.

■ **Allow automatic blank page removal.**

This setting automatically detects blank pages in the document stack and automatically removes them from the output.

For example, when a stack of documents containing both two-sided and one-sided documents is scanned in Duplex mode, this feature removes only the back sides (i.e. blank pages) of one-sided documents from the output images.

- * No scanned images are output if all of the sheets in the document stack are recognized as blank pages.



Following documents may be accidentally recognized as blank pages:

- Almost blank documents containing only a few characters
- Document of only one color (including black) and without any patterns, lines, or characters



■ **Allow automatic image deskew.**

This setting automatically detects skewed documents and correct them for the output data. Up to +-5 degrees of skews can be corrected.



This function judges a document skew based on the characters on the document. So the detection may not work properly for the following kinds of documents:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents which have many outline characters or using styles like that
- Documents with many photographs or figures and only a few characters
- Documents with a background pattern behind the characters
- Documents with characters printed in various direction (e.g. plans, etc.)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, unmark the checkbox.



■ **Allow automatic image rotation.**

This setting item automatically judges the orientation of a text on the document, and automatically changes the orientation of the paper.



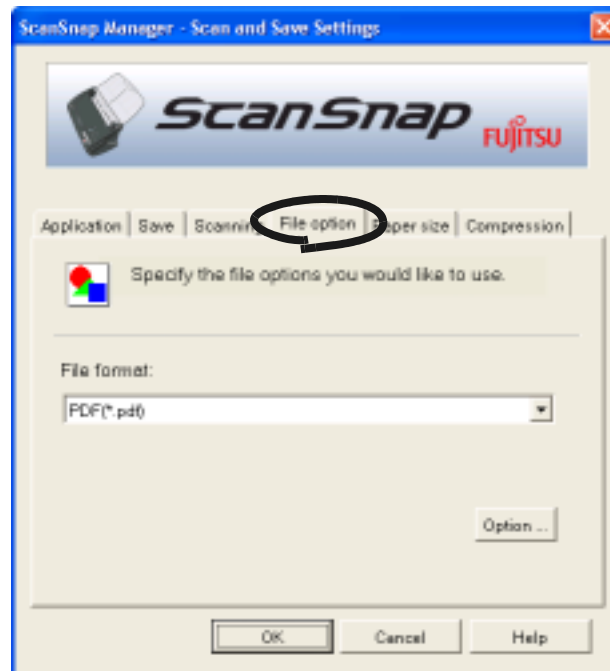
This function judges document skew based on characters on the document, so it does not work properly for the following document:

- Documents which have many extremely large/small characters
- Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents which have many characters that contact underlines or borders
- Documents which have many photographs or figures and a few characters
- Documents which have a background pattern behind characters
- Documents which have characters printed in various directions (e.g. plans, etc.)
- Documents which have only capital characters
- Documents with handwritten characters

*When you scan such documents, unmark the checkbox.




[File option] tab



■ Selecting the file option

Specify the type of file for the scanned image.

Click  to select the file format. You can select one from the following file formats:

- PDF (*.pdf)
- JPEG (*.jpg)

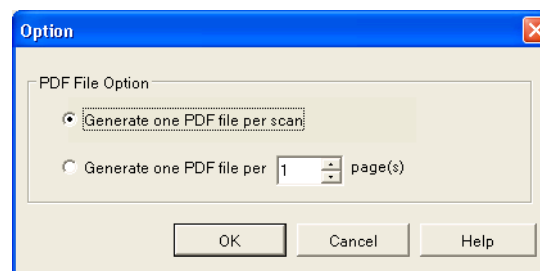


"JPEG" setting is not available when "Auto Color Detection" or "B&W" is selected at [Color mode:] under [Scanning] tab.

File format is automatically changed to "PDF" when you select "Auto Color Detection" or "B&W" while "JPEG" setting is selected.

■ [Option] button

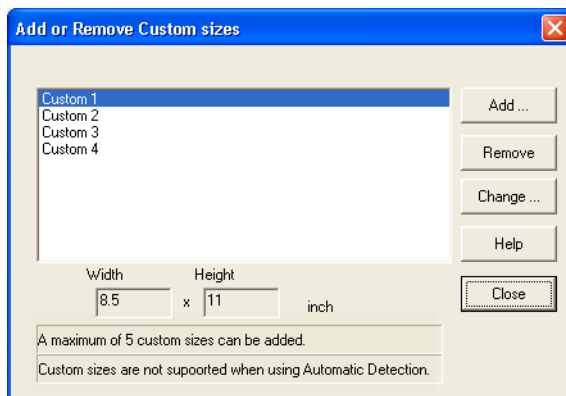
This function is used for configuring detailed settings of PDF files. This button is enabled when "PDF (*.pdf)" is specified at [File format:]. Click [Option] button to display the following dialog box.



- "Generate one PDF file per scan"
Creates a merged PDF file of all the scanned images.

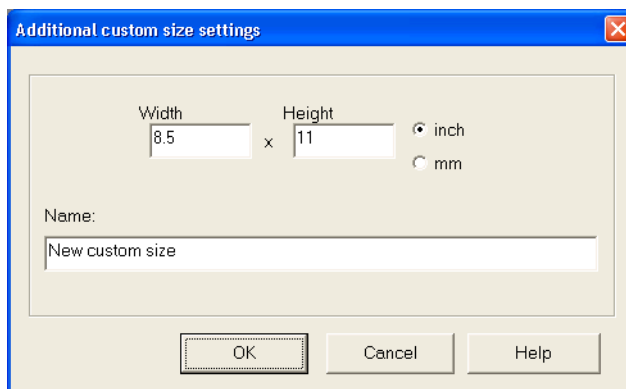
■ [Custom...] button

With this function, you can register up to 5 customized document sizes at the [Paper size:] menu. Clicking this button displays the following setting window:



<When adding a customized document size>

- 1) Click the [Add...] button.
- 2) The following screen appears.



- Enter the document size within the range given below:

Width: 50.8mm to 216 mm (2 in. to 8.5 in.)

Height: 50.8mm to 360mm (2 in. to 14.17in.)

- Enter the name in [Name:].

⇒ The entered name is displayed in [Paper size:].


- 3) To complete the setting, click the [OK] button.
- 4) The customized document size will be registered.
Click [Close] to exit from the "Add or Remove Custom sizes" window.


<When deleting a customized document size>

- 1) In the "Add or Remove Custom sizes" window, select the document size to be deleted and click the [Remove] button.
- 2) The confirmation message appears twice. Click [Yes] button in either case.
- 3) In the "Add or Remove Custom sizes" window, confirm that the selected document size is deleted. Click [Close] to exit from the "Add or Remove Custom sizes" window.

<When changing the settings>

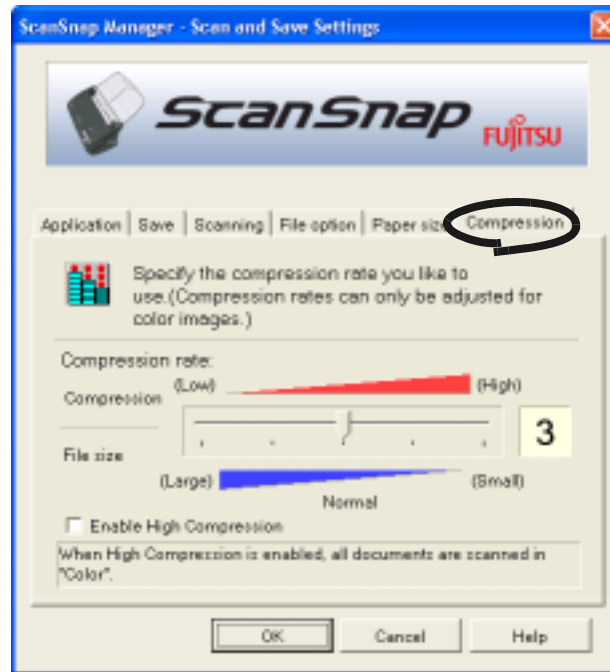
- 1) In the "Add or Remove Custom sizes" window, select the document size to be changed and click the [Change...] button.
- 2) Change the settings in [Additional custom size settings].
- 3) To complete the setting, click the [OK] button.
- 4) The screen returns to the "Add or Remove Custom sizes" window and the changes are saved. Click [Close] to exit from the "Add or Remove Custom sizes" window.

 When "Automatic detection" is specified, the scanner automatically detects the document size and select an appropriate document size from the standard sizes (except for customized document sizes) described in the previous page. So there is no need to specify "Paper size" again to match the size of the loaded document, which makes ScanSnap easier to use.

 • When you select "Automatic detection" and load an A6 size document onto the scanner, the document is scanned as "Post card" size.

• Do not load documents with different sizes simultaneously onto the scanner. When "Automatic detection" is selected, documents of none standard sizes are also regarded and scanned as documents of a standard size (Letter, Legal, A4, B5, A5, B6, A6, or Business card), that is closest to their actual length. To scan these kinds of documents just in their sizes, select "Custom" in "Paper size:" and then specify the document size in the dialog box that appears when you click the [Custom...] button.

[Compression] tab



■ Compression rate:

Control the compression rate to specify the size of the file for the scanned image.

The compression rate is controlled by moving the slider bar.

The larger the compression rate number is specified, the higher the compression rate is set and the smaller the file size becomes.



When the compression rate is increased, the quality of scanned images deteriorates.

■ Enable High Compression:

When this checkbox is marked, the compression rate increases compared to the ordinary compression method and the file sizes becomes even smaller.



This function compresses characters and backgrounds on the document separately. So using this function on the document which contains almost text characters, the file size becomes smaller while leaving the characters as they are. Meanwhile, this function is not appropriate for scanning photographs or figures, because such drawings are recognized as background and compressed as such, so the qualities of such images will deteriorate.



About the size of image data

The following table shows a rough guideline for calculating the size of images when a single color document is scanned in the Simplex mode.

File type: PDF
Paper size: A4 (Brochure)

Color mode: Color

Compression rate Scan mode	1	2	3	4	5	High Compression
Normal quality	784	379	293	219	117	217
Better quality	1721	771	560	394	186	214
Best quality	3775	1670	1167	782	352	221
Excellent quality	17501	8090	5937	4272	1793	521


Color mode: B&W

Compression rate Scan mode	-
Normal quality	54
Better quality	130
Best quality	336
Excellent quality	1934

(unit: Kbytes)

- * "High Compression" is effective in "Best quality" or "Excellent quality" mode
- * For efficient use, set Compression/High Compression functions as follows:
 - Setting Compression rate (1 to 5) reduces the file size when reading documents such as photographs or figures.
 - Enabling High Compression reduces the file size even more when reading documents with many characters in "Color" mode (at Best/Excellent).

3.5 Various settings according to your needs

When you use ScanSnap with the default settings, there is no need to configure the settings by yourself. All you need to do is simply pressing the [SCAN] button  to scan the documents, save images with the optimized settings and display the scanned images on the screen without any complicated operation.

However, you can also manually configure the settings as you need.

Picking up typical examples, this section describes how to scan documents for specific purposes, how to edit scanned images, etc.



The default settings of ScanSnap are as follows:


- Scanning: Duplex
- Application: Adobe Acrobat
- Image saving folder: [My Pictures] folder
- Filename format: Use the Operating System Setting
- Scanning quality: Normal (Fastest)
- Color mode: Auto Color Detection (automatically judges whether the document is "color" or "black and white")
- Scanning Option:
 - Brightness: Normal
 - Setting for text only document (in Color mode only): Disabled
 - Allow automatic blank page removal: Enabled
 - Allow automatic image deskew: Enabled
 - Allow automatic image rotation: Enabled
- File format: PDF (*.pdf)
- File format Option
 - PDF File Option: Generate one PDF file per scanning
- Paper size: Automatic detection
- Compression
 - Compression rate: 3
 - Enable High Compression: OFF

The settings above can be changed with the ScanSnap Manager.


For details, refer to the section "Changing Scan Settings" on page 35.

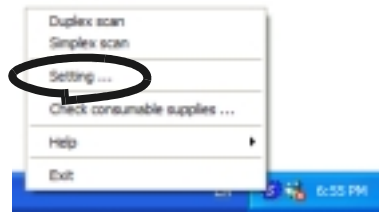


■ Scanning only one side of a document

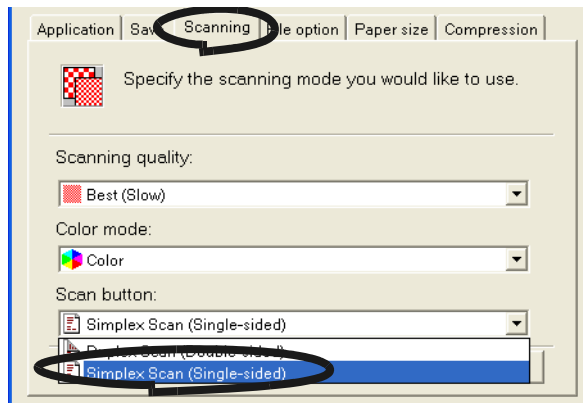
As the default setting, pushing [SCAN] button  on ScanSnap product starts scanning documents in "Duplex" mode. If you wish to start "Simplex" scanning by pressing the [SCAN] button, please change the settings following the procedure below.




1. Right click the "ScanSnap Manager" icon  on the task tray and select "Setting" from the menu.



2. Click [Scanning] tab and select [Simplex scan] at [SCAN button:].



3. Click [OK] button to close the window.
4. Load the document onto the scanner.

5. Press the [SCAN] button .
⇒ The document is scanned in the "Simplex" mode.



To return the setting to the "Duplex" mode, select [Duplex scan] in step 2 above. The selected setting is applied to further scans unless it will be changed again.

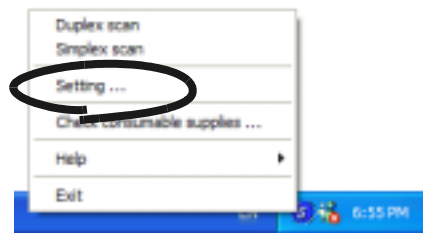
■ Scanning color document in black and white

As the default, ScanSnap automatically recognizes whether a document is black & white or colored. Accordingly colored documents are scanned in the color mode, while black & white documents are scanned monochrome.

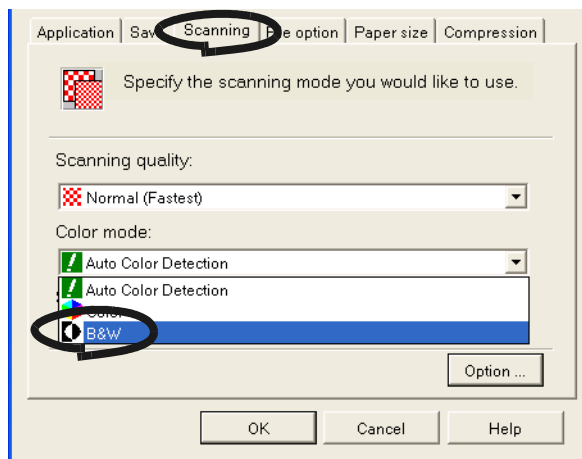
If you wish to scan colored document in black & white, change the settings following the procedure below.



1. Right click the "ScanSnap Manager" icon  on the task tray and select "Setting..." from the menu.



2. Click [Scanning] tab and select "B&W" at "Color mode:".
If you scan color documents in color, select "Color".



3. Click the [OK] button to close the dialog box.

4. Load the document onto the scanner.

5. Press the [SCAN] button .

⇒ Scanned images will be output in black and white.

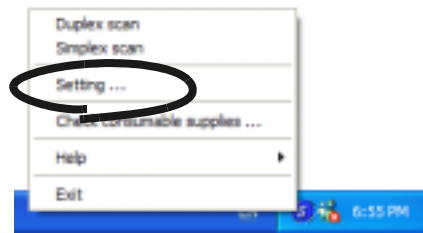
■ Skipping blank pages

ScanSnap is able to recognize blank pages and remove them from the output data. When scanning documents in "Duplex" mode, both sides of the documents are scanned regardless if their back-sides are printed or not. Though the empty back sides are scanned, they are recognized as "blank" and automatically removed, so they will not appear on the output data.

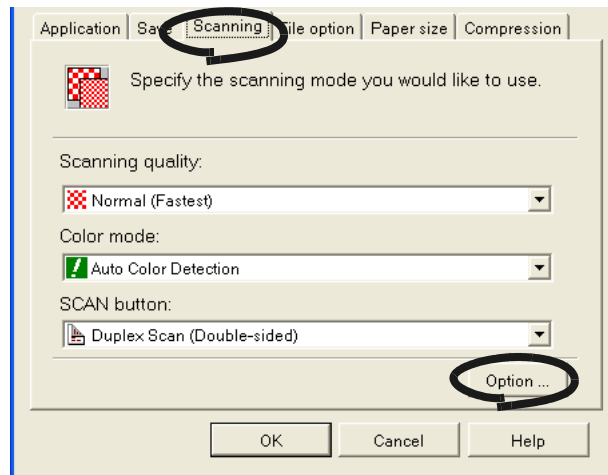
To change the setting, follow the procedure below.



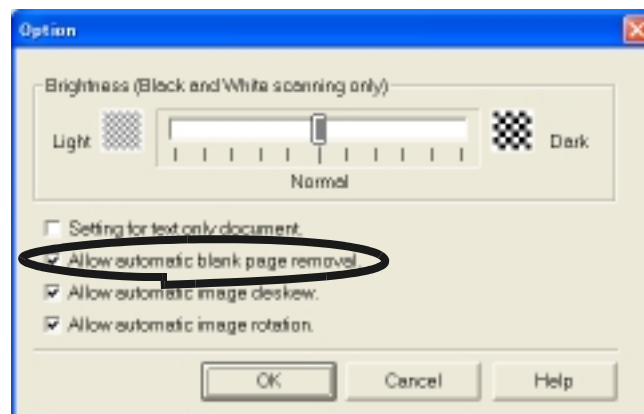
1. Right click the "ScanSnap Manager" icon  on the task tray and select "Setting..." from the menu.



2. Select the [Scanning] tab and click the [Option...] button.



3. Mark the [Allow automatic blank page removal] check box.



-
4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.



Following kinds of documents may be accidentally recognized as blank pages:

- Almost blank documents containing only a few characters
- Documents of only one color (including black) and without any patterns, lines, or characters

*When you scan such documents, unmark the checkbox.



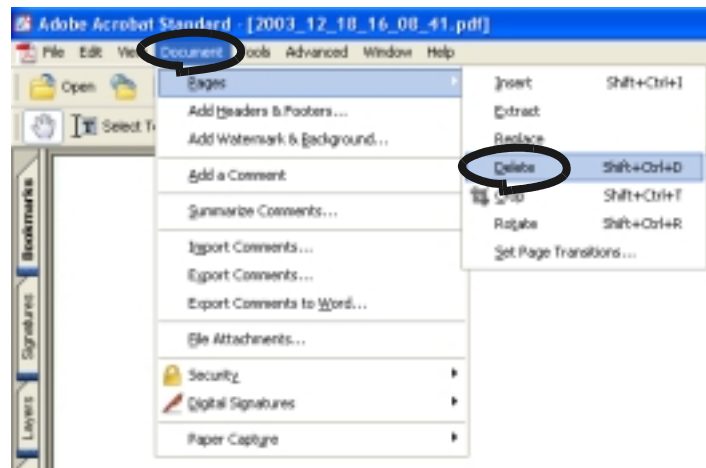
■ Deleting pages from a PDF file

Unnecessary pages of a document which has been scanned and saved as PDF files can be deleted with Adobe Acrobat 6.0.

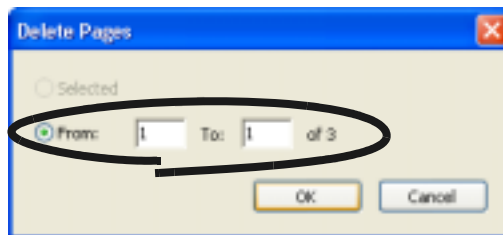
When a blank page could not be skip with [Allow automatic blank page removal] function (page 55), or you want to delete another unnecessary page, please follow the procedure below.



1. With Adobe Acrobat, open the PDF file targeted for this operation.
2. From the menu bar, select [Document] - [Pages] - [Delete].



3. Specify the page number of the page(s) you want to delete and click the [OK] button.



⇒ The specified page is deleted.



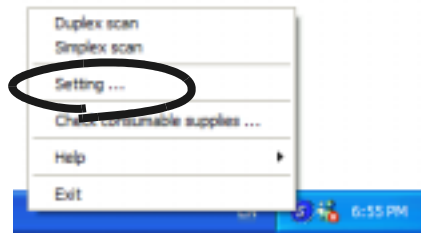
For details of this function, please refer to "Adobe Acrobat Help".

■ Correcting skewed documents

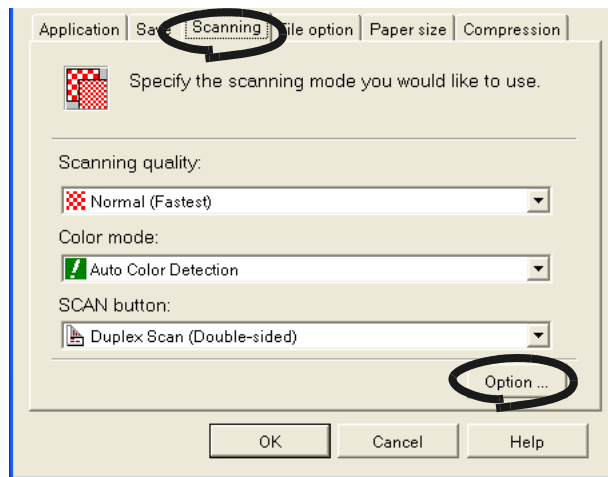
ScanSnap is able to automatically correct document skews. To change the setting, follow the procedure below.



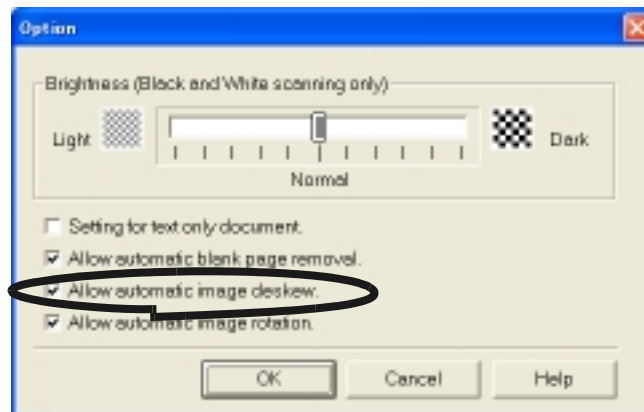
1. Right click the "ScanSnap Manager" icon **S** on the task tray and select "Setting..." from the menu.



2. Select the [Scanning] tab and click the [Option...] button.



3. Mark the [Allow automatic image deskew] check box.



4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.



Up to +-5 degrees of skews can be corrected.

This function judges a document skew based on the characters printed on the document, so it may not work properly for the following document:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many outline characters or characters like this style
- Documents with many photographs or figures and only a few characters
- Documents with a background pattern behind characters
- Documents on which characters are printed in various direction (e.g. plans, etc.)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, unmark the checkbox.



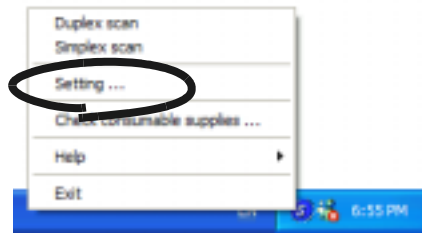
■ Correcting the orientation of scanned images

Depending on the documents, there may exist some pages of an orientation differing from the others. For example, it is often seen that a document has portrait pages for text contents and landscape pages for tables. For the case of double-sided documents in calendar style, their backsides are printed upside down.

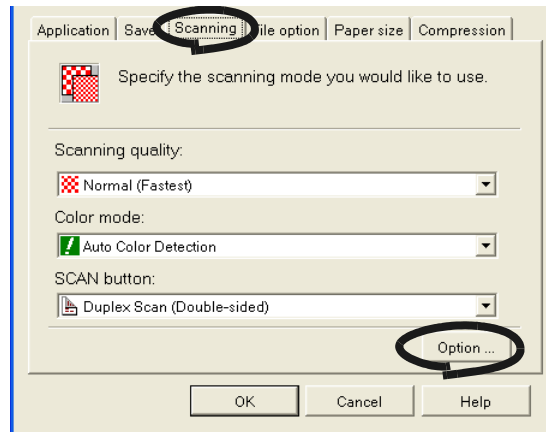
ScanSnap is able to automatically correct the orientation of scanned images for such a document. To change the setting, follow the procedure below.



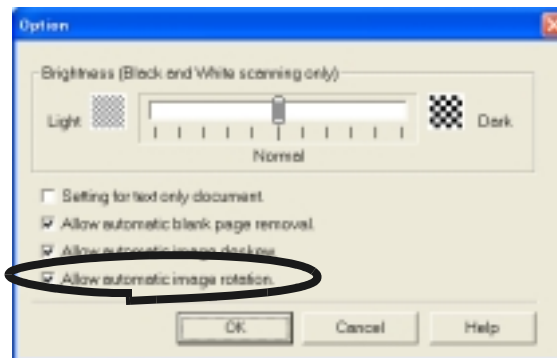
1. Right click the "ScanSnap Manager" icon  on the task tray and select "Setting..." from the menu.



2. Select the [Scanning] tab and click the [Option...] button.



3. Mark the [Allow automatic image rotation] check box.



4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.



This function judges a document skew based on the characters printed on the document. So it may not work properly for the following kinds of documents:

- Documents with many extremely large/small characters
- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters that contact underlines or borders
- Documents with have many photographs or figures and only a few characters
- Documents with a background pattern behind characters
- Documents on which characters are printed in various directions (e.g. plans, etc.)
- Documents with only capital characters
- Documents with handwritten characters

*When you scan such documents, unmark the checkbox.



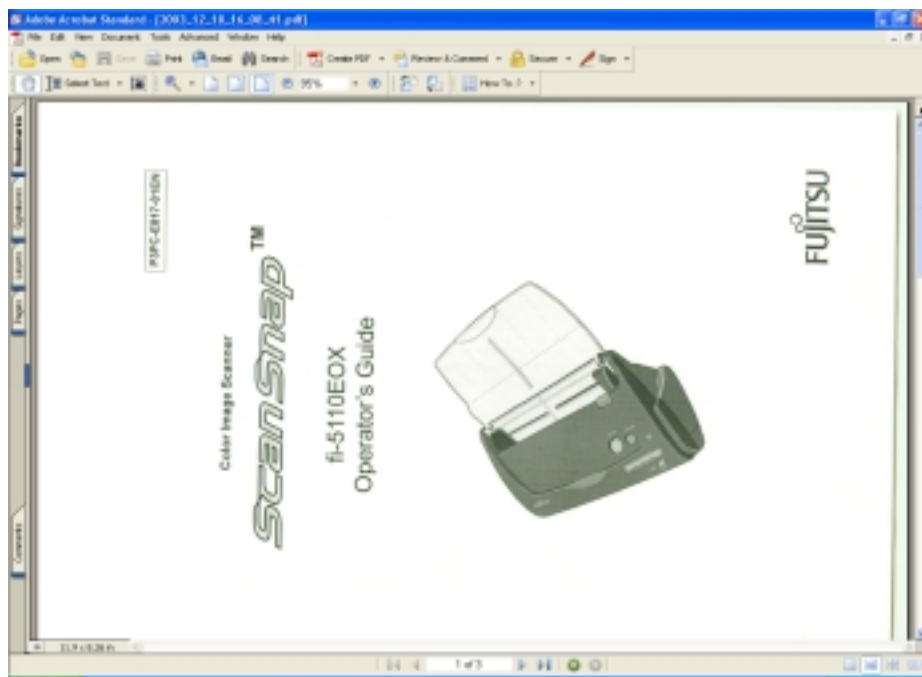
■ Rotating the page view of a PDF file

Even after scanning a document and saving it as a PDF file, you can change the page view orientation of this PDF file with Adobe Acrobat.

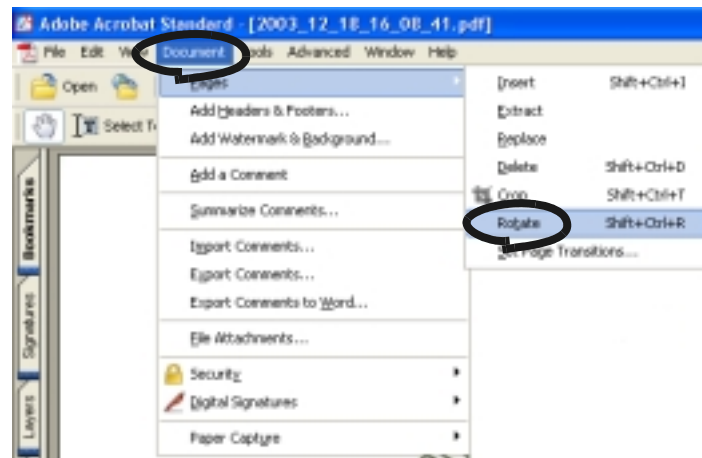
When the [Allow automatic image rotation] function (page 60) fails to correct the orientation of a page view, or you want change the orientation of any other page, please follow the procedure below.



1. With Adobe Acrobat, open the PDF file targeted for this operation.



2. From the menu bar, select [Document] - [Pages] - [Rotate].

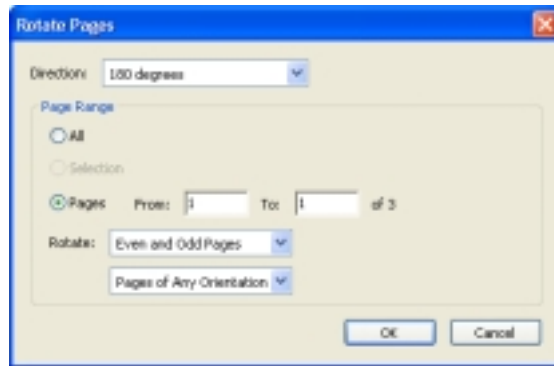


3.5 Various settings according to your needs

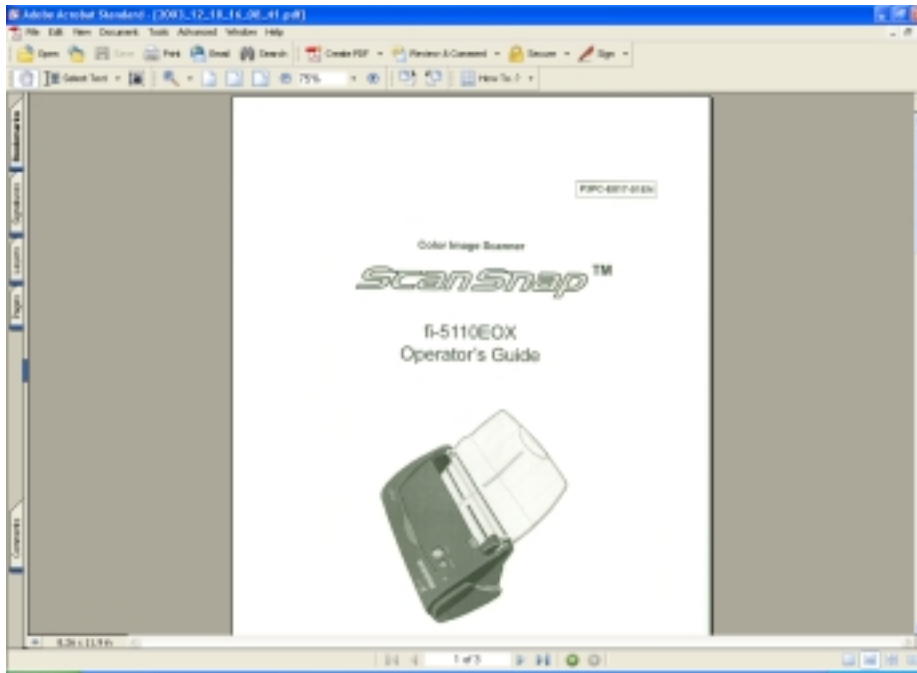
3. Specify the page in which you want to change the orientation and clic the [OK] button.

Direction: Specifies the angle and the direction of the rotation.

Page range: Specifies the page number of the pages you want to rotate.



⇒ The orientation of the specified page(s) is (are) changed.



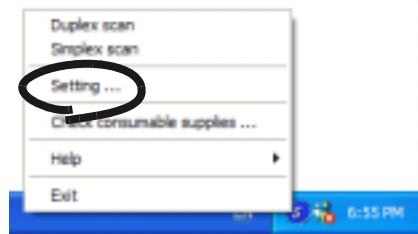
For details of this function, please refer to "Adobe Acrobat Help".

■ Saving scanned images as different files

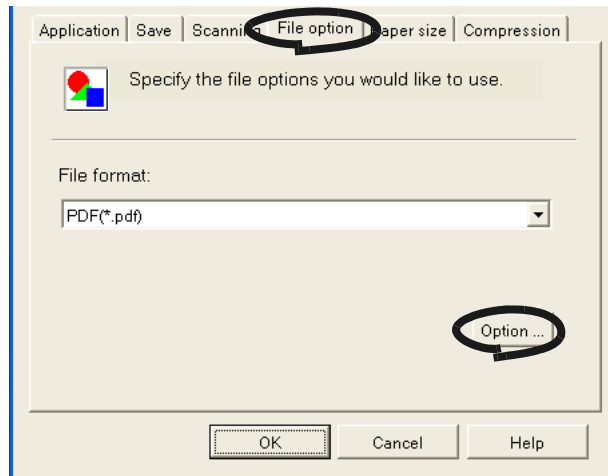
ScanSnap product can save scanned images as different files at each set page.
For example, you can scan a batch of documents and create files for every single page.
To change the setting, follow the procedure below.



1. Right click the "ScanSnap Manager" icon  on the task tray and select "Setting..." from the menu.



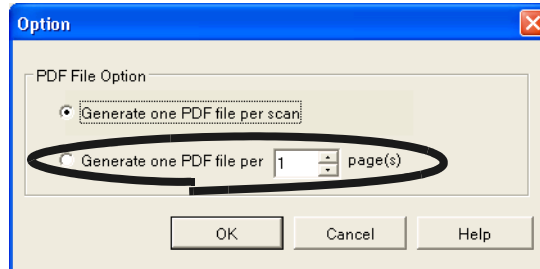
2. Select the [File option] tab and click the [Option...] button.



Make sure that "PDF (*.pdf)" is selected at [File format:].

3. At "PDF File Option, select "Generate one PDF file per x page(s)" and enter a number.

One PDF file is created at each set page number.



In "Duplex" mode, two pages (front/back) are required per one sheet of a document. It is recommended that you select the [Scanning] tab - [Option] button to unmark [Allow automatic blank page removal]. If this function is enabled, there may be gaps between the page numbers when the document has blank pages.

4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.

■ Saving scanned images with a high compression rate

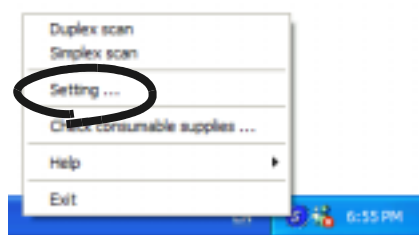
In addition to the ordinary compression function, ScanSnap features the "High Compression" function for reducing the size of scanned images. This function is designed for ordinary text documents used in offices.

For example, piles of paper documents can be compacted into PDF files by scanning them with this function.

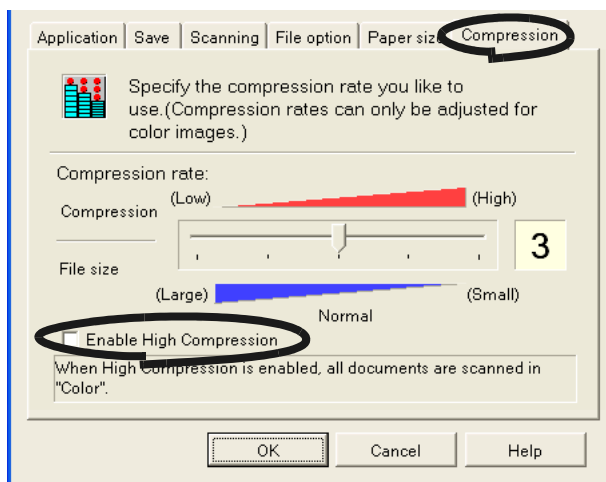
To change the setting, follow the procedure below.



1. Right click the "ScanSnap Manager" icon  on the task tray and select "Setting..." from the menu.



2. Select the [Compression] tab and mark the [Enable High Compression] check box.



This function is available only for saving images in PDF format. Make sure that "PDF (*.pdf)" is selected at [File format:].

3. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning

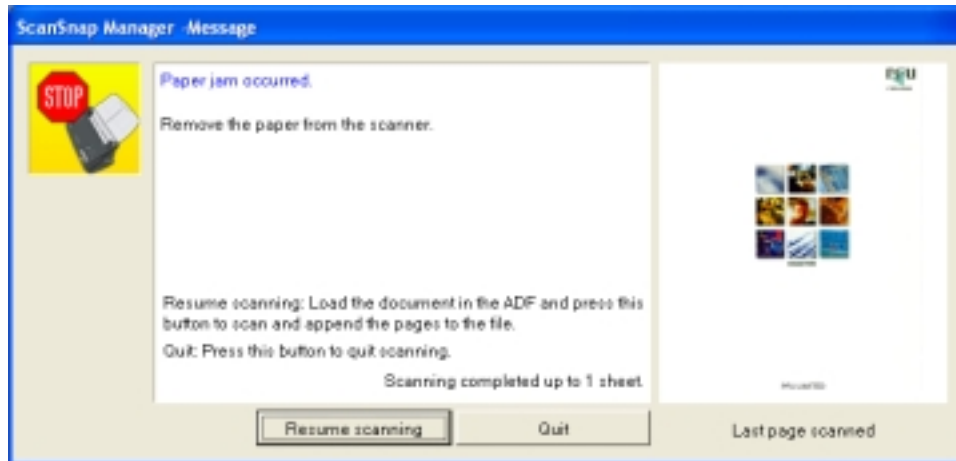


- This function compresses characters and backgrounds on the document separately. So using this function on documents containing almost text characters, the file size becomes smaller while leaving the characters as they are. Meanwhile, this function is not appropriate for scanning photographs or figures, because such drawings are recognized as background and compressed as such, so the qualities of such images will deteriorate.
- When this function is enabled, [Compression rate:] setting under [Compression] tab is disabled.



■ Merging scanned images into one PDF file

When you are scanning documents and saving them in PDF format, the following window appears if the scanning is interrupted by a paper jam or another error.



In that case you can resume or abort the scanning by the following procedure.



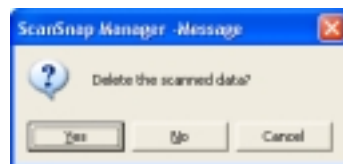
To resume scanning:

1. Check the last page scanned on the "Message" window.
2. Load the unscanned pages back onto ADF.
3. Click [Resume scanning] button to restart the scanning.

To quit scanning:

1. Click the [Quit] button.

⇒ The following window appears.

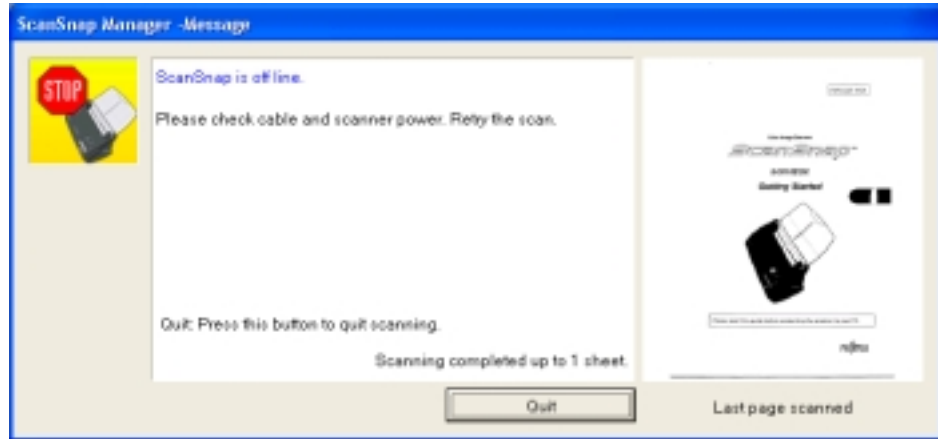


2. Click [Yes] to delete the data that were scanned up to the interruption. Otherwise, click [No] to save the data that were scanned up to the interruption. (*Click [Cancel] not to quit but to return to the previous window.

3.5 Various settings according to your needs

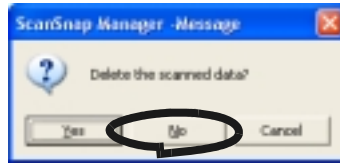


The [Resume Scanning] button may not be displayed on the window and an error message like the example below may appear. In this case, it is not possible to resume scanning. So use Adobe Acrobat if you want to merge two divided image files. (This operation is only available for files of PDF format.)

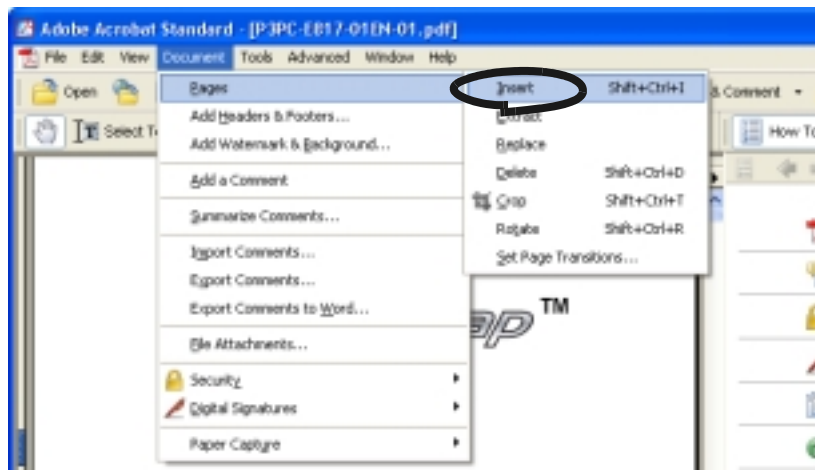


The following shows the procedures for this operation:

1. Confirm the last page scanned on the "Message" window.
2. Click the [Quit] button, then the following window appears.

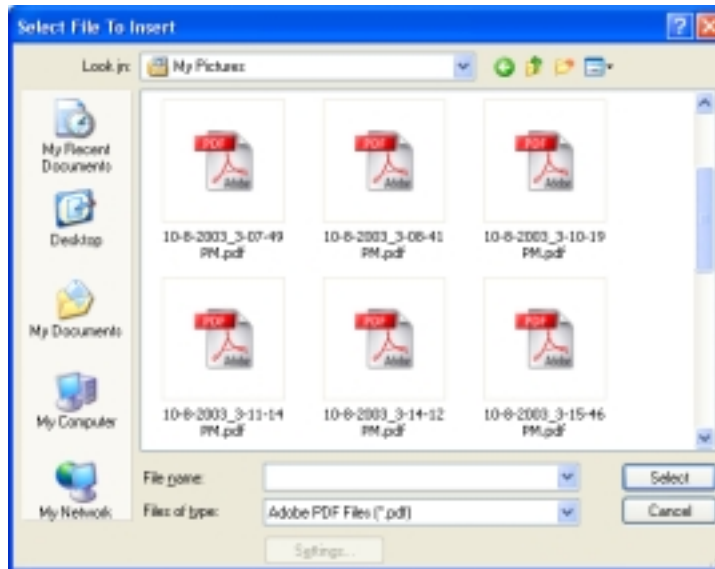


3. Click the [No] button to completely save the image (PDF file) scanned before the interruption (this file is called "File A").
4. Scan the remaining documents that need to be scanned (this part is called "File B").
5. Open "File A" with Adobe Acrobat.
6. From the menu bar, select [Document] - [Page] - [Insert].

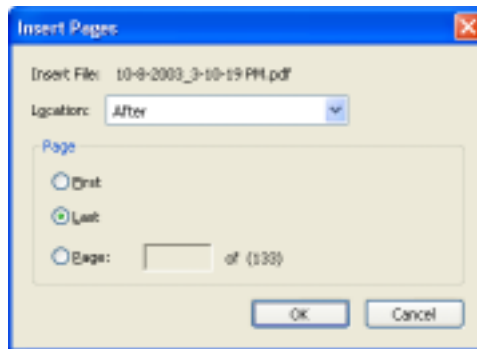




7. Select "File B" in the "Select File to Insert" screen and click the [Select] button.



⇒The "Insert Pages" window will appear.



8. Select "After" from the Location menu and "Last" from Page radio buttons, then click [OK].



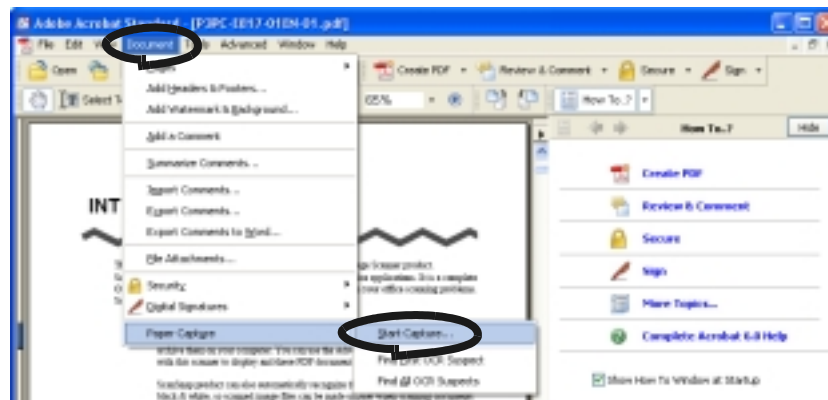
■ **Converting scanned images to an editable text with OCR**

If you scan a text document, you will get an image of the document, containing also all the signs, letters and numbers. The system cannot recognize the image data as Text. This means, that you are not able to edit the content of your document without using OCR (Optical Character Recognition).

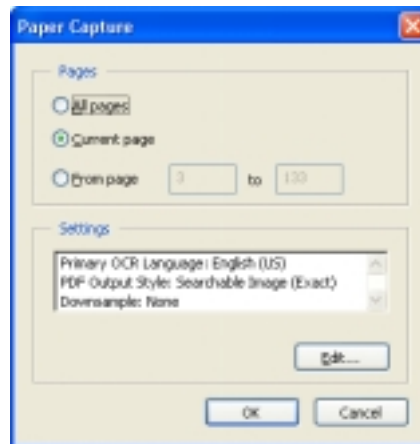
You can convert such image data into editable text data by using OCR processing ("Paper Capture" function) of Adobe Acrobat 6.0.



1. With Adobe Acrobat, open the PDF file you wish to convert.
2. Select [Document] - [Paper Capture] - [Start Capture] from the menu bar.



3. In the following window, configure the necessary settings, then click the [OK] button.



⇒ The characters on the image are converted into text data by the "Paper Capture" function.




For details of this function, refer to "Adobe Acrobat 6.0 Help".

3.6 Scanning Business Cards

ScanSnap product comes with "CardMinder", an application software for managing business card data.


Using CardMinder, you can convert business cards into image data, and create a database of business cards by recognizing their image data using the OCR (Optical Character Recognition) technology.


The following describes how to start CardMinder and how to scan business cards with it.

- 
- For further details, refer to the "**CardMinder User's Guide**". If CardMinder is already installed on your PC, you can browse the User's Guide by selecting [Programs] - [CardMinder] - [CardMinder User's Guide] from the Start menu. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)
 - When "CardMinder" is selected at [Application:] under [Application] tab, the [File option], [Paper size], [Scanning], and [Compression] tabs will not be displayed.
 - When starting up CardMinder, "CardMinder" is selected at [Application:] under [Application] tab. When CardMinder is closed, the setting will be reset to previous one.

■ Scanning business cards

The following describes how to create scanned images of business cards on ScanSnap.

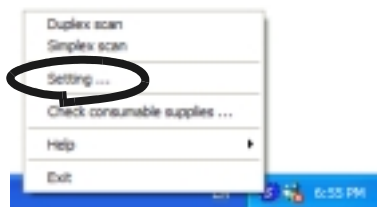
In this example, the [SCAN] button  on the scanner is used to scan business cards.

- 
- Business cards can also be scanned by starting up CardMinder and clicking the [Scan] button at the upper left of the window.
For details, refer to the "**CardMinder User's Guide**."

<Preparations>

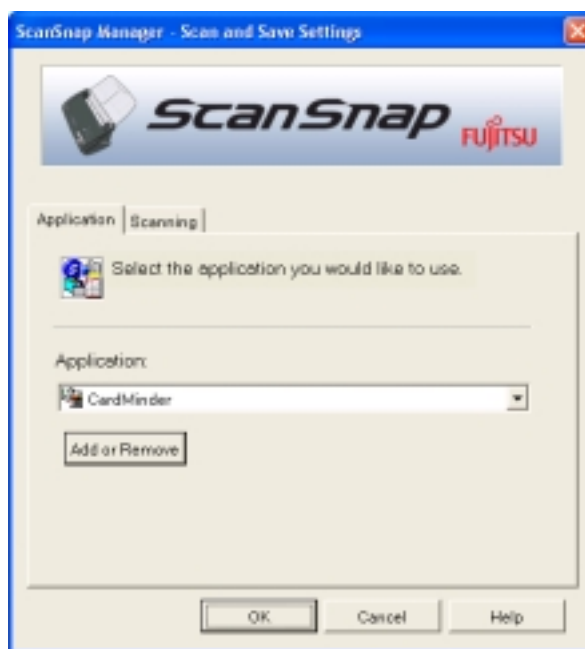


1. Right click the "ScanSnap Manager" icon **S** on the task tray, and select the [Setting...].



⇒ The "Scan and Save Settings" dialog box is displayed.

2. Select "CardMinder" at "Application:" under the [Application] tab.



⇒ Two tabs, [Application] and [Scanning], will be displayed.



"Scanning quality" and "Color mode" can be changed on the [Scanning] tab. (Refer to "[Scanning] tab" on page 42.)

The defaults are "Best" and "Color" for the scan mode. (In this section, business cards are scanned using these default settings.)

When CardMinder is selected as [Application:], the option "Excellent" on the [Scanning] tab is not available.

3. Click the [OK] button.

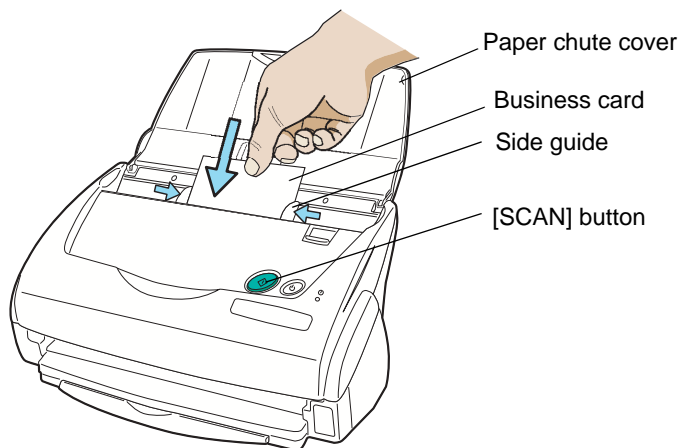
⇒ This closes the "Scan and Save Settings" screen.

<Scanning procedure>

Operation




1. Load the business cards onto the scanner.
 - Load the business cards face down.
 - When you scan two or more business card, set them in piles.
 - Adjust the side guides so that they contact both sides of the business cards. If there is a space between the business cards and the side guides, place the cards along the left side guide.



2. Press the [SCAN] button  on the scanner.



HINT

- As the default setting, documents are scanned at "Duplex" mode when you press the [SCAN] button. Using "ScanSnap Manager", you can set the scanner to scan documents in "Simplex" mode by pressing [SCAN] button.
- You can also start scanning with the "ScanSnap Manager" icon  on the task tray.

*For details, refer to "3.4 Changing Scan Settings" (on page 35).

⇒ The scanning will be started. After the scanning has finished, the "CardMinder" screen is displayed.

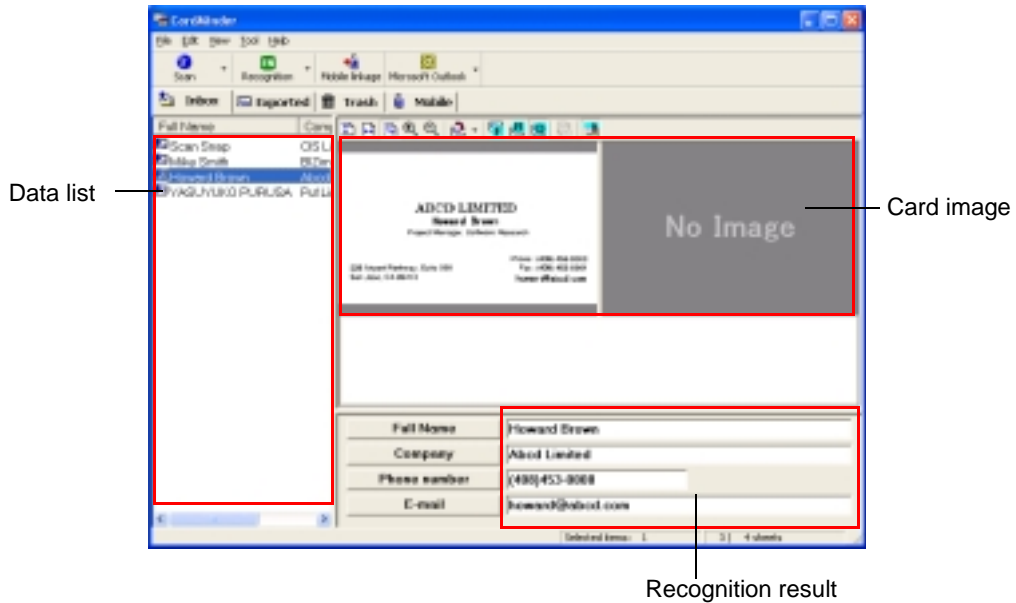


ATTENTION

- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute cover nor push [POWER] button on the scanner during the scanning operation.

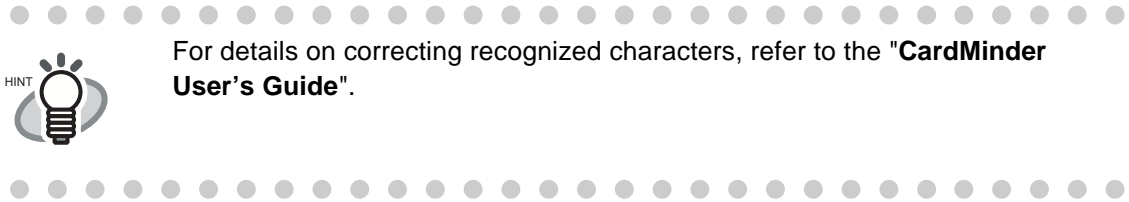


3. Confirm the image data of the scanned business cards on the [CardMinder] main window.



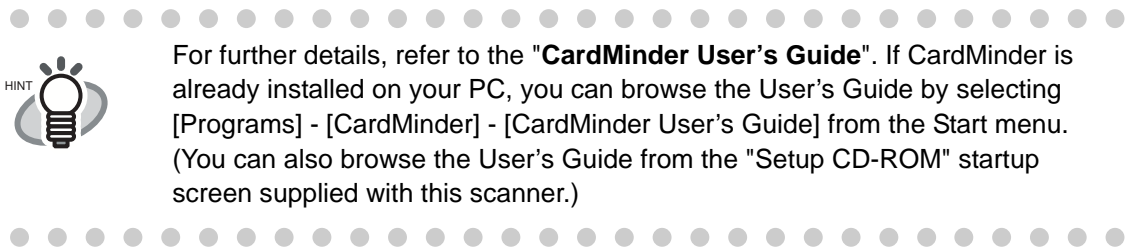
The image data of scanned business cards are displayed on the right.
 A list of already scanned business cards is displayed on the left.
 Under the image data, the recognized characters are displayed.

4. Should there be any mistake of the recognition, please correct the data manually.
 Correct the recognized characters, if they are different from image data.



For details on correcting recognized characters, refer to the "**CardMinder User's Guide**".

5. Select [Exit] from the [File] menu to end CardMinder.



For further details, refer to the "**CardMinder User's Guide**". If CardMinder is already installed on your PC, you can browse the User's Guide by selecting [Programs] - [CardMinder] - [CardMinder User's Guide] from the Start menu. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)

3.7 Viewing PDF File Thumbnails

ScanSnap comes with the plug-in application “PDF File Thumbnail View” which allows you to use the Explorer for viewing thumbnails of the PDF data of scanned documents.

The following describes how to use the PDF File Thumbnail View.



- In order to use “PDF File Thumbnail View”, Adobe Acrobat 6.0 must be installed on your PC beforehand.
- Acrobat Reader does not support the “PDF File Thumbnail View”.
- "PDF File Thumbnail View" will be installed automatically after installing "ScanSnap Manager". ("PDF File Thumbnail View" will not be installed if your OS is Windows 98 and Windows 98 Second Edition. Furthermore, the "PDF File Thumbnail View" cannot be used on Windows Me, since this OS does not support Adobe Acrobat 6.0). For details, please refer to section "Before Installing ScanSnap" (page. 6).



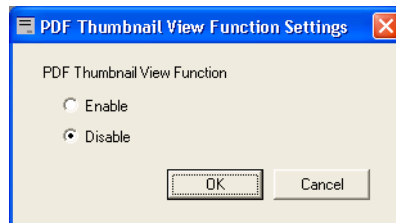
■ Start the PDF File Thumbnail View

PDF File Thumbnail View is disabled as a default. First, enable this function following the procedure below.

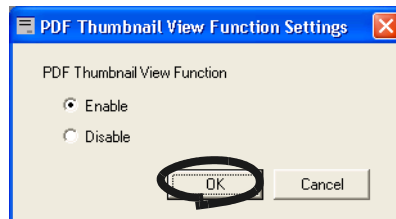


1. Click on the Start menu and select [Programs] - [PDF Thumbnail View] and then [Configuration Tool].

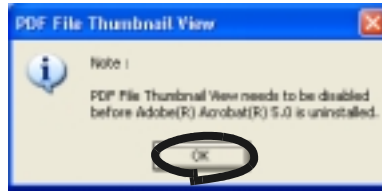
⇒ The [PDF Thumbnail View Function Settings] screen is displayed.



2. Mark the [Enable] checkbox to enable the function, and Click [OK] button.



3. Click the [OK] button.



⇒ “PDF Thumbnail View Function Settings” is enabled.



When uninstalling Adobe Acrobat, first disable the [PDF Thumbnail View Function].



■ Displaying thumbnails of PDF files

To view thumbnails (miniature) of PDF files, follow the procedure below.

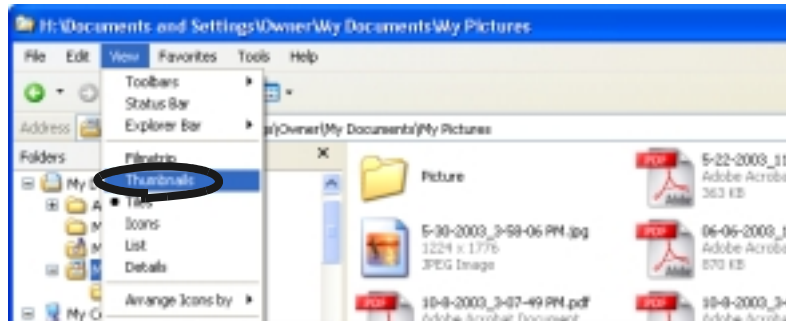
1. Start the Explorer.

Right click the [Start] menu and select the [Explore].

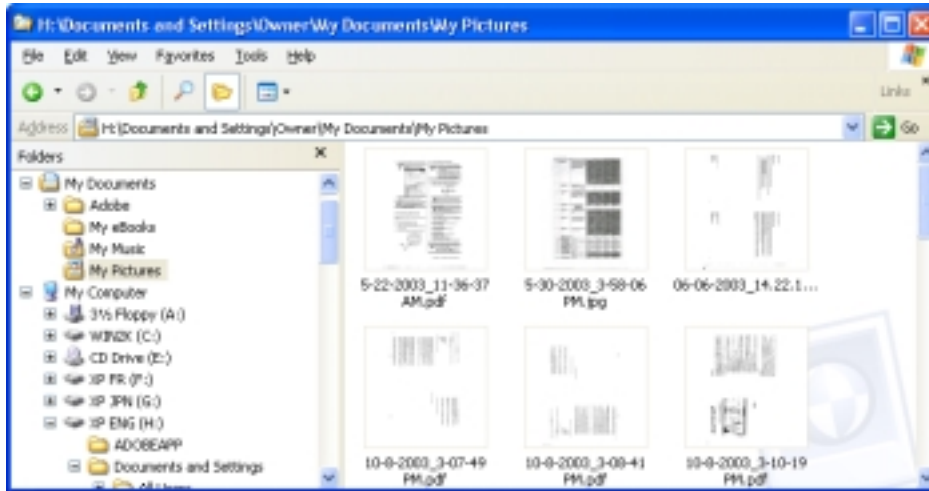
2. Select a folder where PDF files of scanned images are stored.

Usually, PDF files created by ScanSnap are saved in the folder specified in [Image saving folder:] under the [Save] tab of "ScanSnap Manager". (page 40)

3. Select [Thumbnails] from the [View] menu.



⇒ The thumbnails of the PDF files are displayed.



- The thumbnails of PDF files are refreshed every time the folder is opened.
- Images of the PDF files are temporarily displayed on the upper left side of the screen when refreshing the thumbnails.
- When there is a large quantity of PDF files saved in one folder, it may take some time to display the thumbnails.
- The first page of a PDF file document is displayed as a thumbnail.
- The thumbnail of a PDF is not displayed when Adobe Acrobat is currently running.

Chapter 4



Uninstalling ScanSnap

"Uninstallation" removes the ScanSnap program files that were copied during the installation from the hard disk to restore the system environment to its original state.

This chapter describes how to uninstall ScanSnap



4.1 Uninstalling Supplied Programs

Follow the procedure below to uninstall programs (ScanSnap Manager, CardMinder and PDF Thumbnail View) supplied with ScanSnap.

1. Start up your PC.

When using Windows 2000 or Windows XP, log in as a user with "Administrator" privileges (computer administrator privileges in the case of Microsoft Windows XP Home Edition operation system).

2. Exit all currently running programs.

3. Select [Control Panel] - [Add or remove Programs] from the [Start] menu.

⇒ This displays the "Add or remove Programs" screen which displays a list of the currently installed applications.

4. Select the application to uninstall.

(1) When uninstalling ScanSnap Manager

Select "ScanSnap Manager".

(2) When uninstalling CardMinder

Select "CardMinder V2.0".

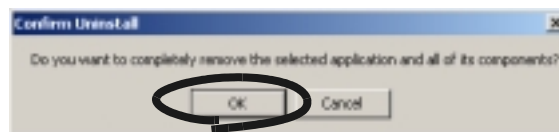
(3) When uninstalling PDF Thumbnail View

Select "PDF Thumbnail View".

5. Click the [Change/Remove] button.

⇒ The "Confirm Uninstall" window appears.

6. Click the [OK] button.



In the case of CardMinder, a screen for confirming whether or not to leave the data or the execution environment is displayed.

To retain this data, click the [Yes] button. To remove the data, click the [No] button.



⇒ This executes the uninstallation.

7. After the uninstallation is completed, click the [Finish] button as follows to close the screen.
 - (1) For ScanSnap Manager and CardMinder
Select "**Yes, I want to restart my computer now!**" and click the [Finish] button.
 - (2) For PDF Thumbnail View
Click the [Finish] button.



Screen displays may vary slightly according to the operating system (OS) you are using. Follow the on-screen instructions of the OS.

Example: When the OS is Windows 2000

- "Add or Remove Programs" → "Add/Remove Applications"
- [Change/Remove] button → [Add/Remove] button

Chapter 5



Troubleshooting

This chapter describes how to remove jammed documents, remedy other troubles and how to replace consumables.



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5.1 Clearing Document Jams

If a document jam occurred during the scanning, follow the procedure below to remove the jammed document.



- Open the ADF cover before removing the jammed document.
- Take care not to get injured when removing the jammed document.
- When removing the jammed document, be careful not to get neckties or necklaces entangled in the scanner.
- The surface of the ADF glass becomes hot during operation. Take care not to get burned.



.....

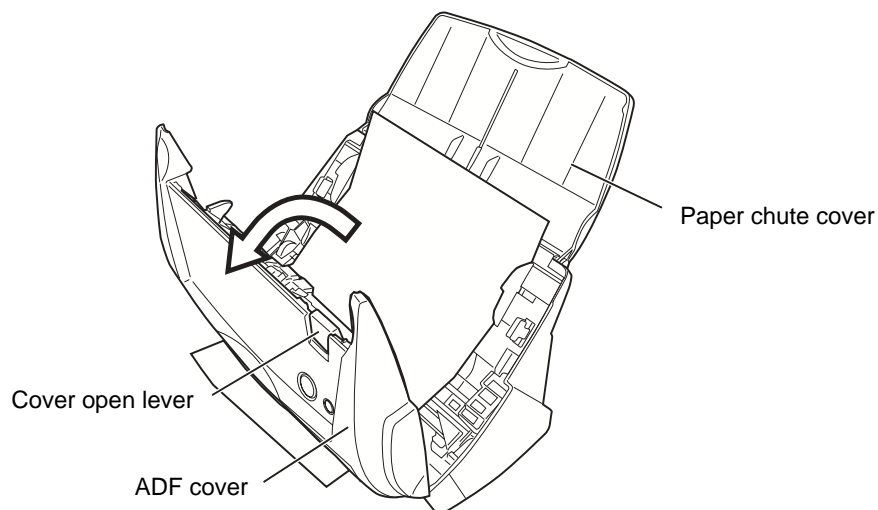
Clean the ADF referring the guidelines in "6.3 Cleaning the Inside of the Scanner" (page 94).

.....

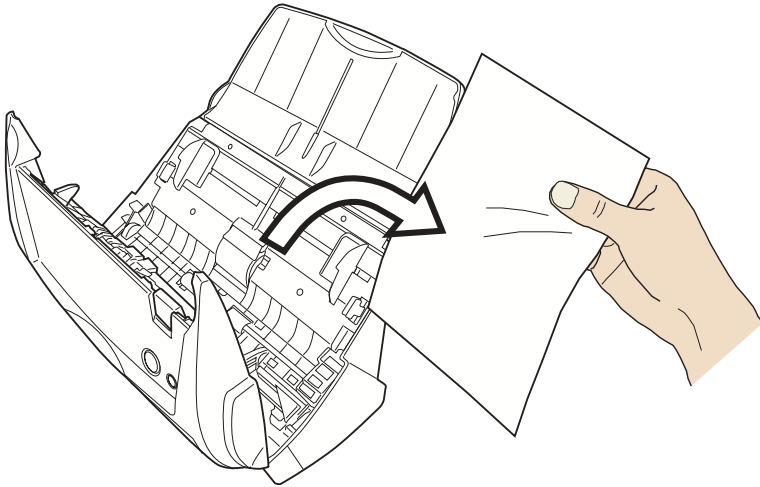
Operation



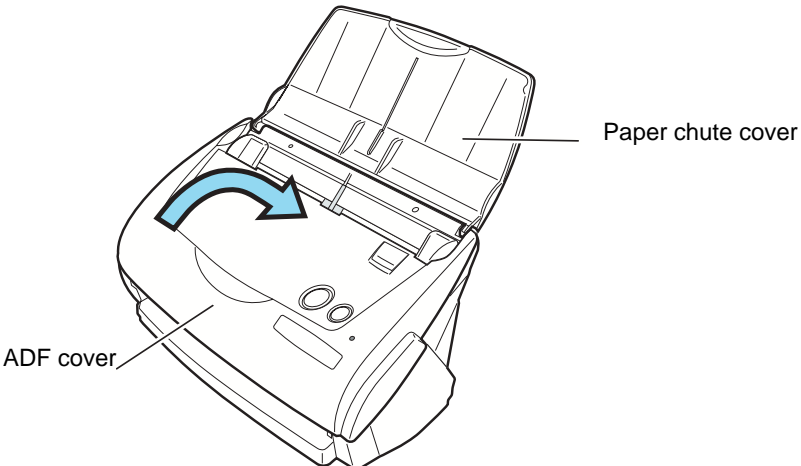
1. Remove the document on the paper chute cover.
2. Open the ADF cover while pulling the cover open lever.



3. Remove the jammed document.



4. Close the ADF cover.



⇒ You should hear the ADF cover click when it returns to its original position.




Make sure that the ADF is completely closed. Otherwise, paper jams or other feeding errors may occur.




5.2 Troubleshooting Checklist

This section describes common problems that may occur during the usage of ScanSnap and how to remedy them.

Before you ask for repair service, please check the following items.

If you cannot solve the problem after checking the following items, contact an authorized FUJITSU scanner service provider.

Symptom	Check This Item	Remedy
The scanner cannot be turned on.	Is the AC/USB cable and the AC adapter connected correctly?	Correctly connect the AC/USB cable and AC adapter. Disconnect and then re-connect the AC cable and AC adapter.
	Is the paper chute cover closed? (The scanner's power is controlled by closing/opening the paper chute cover.)	Open the paper chute cover.
	Is Windows normally started up? (This scanner's power is controlled by turning on/off the computer.)	Please wait until Windows has started up completely.  LED will turn off when Windows is starting up or in the sleeping mode.
	Did you push the [POWER] button to turn off the scanner? (The scanner can be turned off by pressing [POWER] button when the paper chute cover is opened.)	Press the [POWER] button.

Symptom	Check This Item	Remedy
Scanning is not started.	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.)
	Does the  LED light blink repeatedly?	Disconnect and then re-connect the AC cable and AC adapter.
	Is ScanSnap Manager started? (If ScanSnap Manager is started up successfully, the "ScanSnap Manager" icon  appears on the task tray.)	If the "ScanSnap Manager" icon is not displayed, select from the [Start] menu [Programs] - [ScanSnap Manager] - [ScanSnap Manager] to start up ScanSnap Manager.
	Is ScanSnap Manager running normally? (If ScanSnap Manager is not running normally, the "ScanSnap Manager" icon in the task tray is displayed as  .)	Please perform the following: <ol style="list-style-type: none"> 1. Disconnect and re-connect the AC cable and AC adapter. If this does not change the state, perform step 2. 2. If a USB hub is being used, directly connect ScanSnap to your PC. If this does not change the state, perform step 3. 3. Restart your PC. If none of the above operations resolves the problem, uninstall and re-install ScanSnap Manager.
	Is the "Scan and Save Settings" window still displayed?	Close the "Scan and Save Settings" window, and scan the document.
Vertical lines appear in the printed image.	Is the inside of the ADF dirty?	Clean the inside of the ADF following the instructions in "6 Daily Care" (page 91).
The printed image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly.
The image is printed white or dark.	Is for B&W scanning under [Option...] the setting "Brightness" in the [Scanning] tab set extremely Light or Dark?	Adjust "Brightness" at [Scanning] - [Option...] in the "Scan and Save Settings" screen.

Symptom	Check This Item	Remedy
The scanning speed is very slow.	Does your PC satisfy the recommended system requirements?	Confirm the system requirements in " Before Installing ScanSnap" (page 6). Scanning speed will be slower whenever the recommended CPU and memory requirements are not met. If this is the case, at [Scanning] - [Option...] in the "Scan and Save Settings" window, unmark the boxes of the following to increase the scanning speed. <ul style="list-style-type: none"> • Allow automatic image deskew • Allow automatic image rotation
	Is the USB 1.1 connected? Note: When using an USB1.1 interface, the data transfer rate may be slower due to large data sizes.	If your PC has an USB 2.0 port, connect the scanner to this port. (If using a USB hub, it must also support USB 2.0 interfaces.) (*1)
Double-feeds (Note) occur frequently.	Is the Pad ASSY dirty?	Clean the pad following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 94).
	Is the Pad ASSY worn?	Clean the Pad ASSY following the instructions in "7.2 Replacing the Pad ASSY" (page 102).
	Is the document stack thicker than 5mm?	Reduce the number of sheets in the document sheet to 5mm thickness or less.
Paper is not fed (stops midway).	Is the Pick roller dirty?	Clean the Pick roller following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 94).
	Is the Pick roller worn?	Clean the Pick roller following the instructions in "7.3 Replacing the Pick Roller" (page 105).
	Are there any debris on the document feeding path?	Remove any debris from the document feeding path. (Refer to "5.1 Clearing Document Jams" (page 84).
The scanner is not recognized even if ScanSnap Manager is installed.	Did you connect the scanner to your PC before installing ScanSnap Manager? Is the scanner registered as "Other device" in the "Device Manager"?	On the [Start] menu, select [Control panel] - [System] - [Hardware] - [Device Manager]. Delete the "Other Device" selection in the [Device Manager] and restart your PC.
The file size of a scanned black & white image is the same as for a color document.	Is the B&W document scanned in the color mode?	Select "B&W" at [Color mode:] on the [Scanning] tab in the "Scan and Save Settings" window.
The back side of the document appears in the scanned image when scanning a two-sided document (noise of the back side image).	Is the "Setting for text only document." checkbox unmarked at [Option...] on the [Scanning] tab in the "Scan and Save Settings" window?	Mark the "Setting for text only document." checkbox. (Available only in color mode).

Symptom	Check This Item	Remedy
Scanned images are not displayed on the screen (when "Allow automatic blank page removal" is enabled).	When "Allow automatic blank page removal" is enabled, almost blank documents with only a few characters may be accidentally recognized as blank pages and removed from scanned image data.	Right click "ScanSnap Manager" icon on the task tray, select [Setting...] - [Scanning] tab and click the [Option...] button. Then unmark the "Allow automatic blank page removal" check box.
Scanned images are skewed (when "Allow automatic image deskew" is enabled).	Are the documents fed into the ADF with a skew of +-5 degrees?	The "Allow automatic image deskew" function can correct skewed images upto +-5 degrees. Load the document onto the scanner so that the document skew does not exceed this limit.
	Depending on the contents of document, the automatic image deskew may not work properly.	Refer to " Allow automatic image deskew." (page 44)
Scanned images are skewed (when "Allow automatic image rotation" is enabled).	Depending on the contents of document, the automatic image rotation may not work properly.	Refer to " Allow automatic image rotation." (page 45)

(*1): To confirm whether the scanner is connected with USB1.1 or USB2.0, right-click ScanSnap icon on the task and select [Help] - [About ScanSnap Manager], then click [Detail] button on [Version Information] window. [USB type] is displayed in [Scanner information].

Note) "Double-feed" is a phenomenon where two or more sheets are fed into the scanner in a single operation.

* Visit our Web site for your reference. Other useful information will be posted on the FAQ corner at the following Web site.

<http://scansnap.fujitsu.com>

Chapter 6



Daily Care

This chapter describes how to clean ScanSnap.




Fire/Electric Shock



Before you clean the scanner, turn off the scanner and disconnect the AC adapter from the power outlet.

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6.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	CA99501-0013	1 bottle (100ml) Moisten a cloth with this fluid and wipe the scanner clean. (*1)
Lint-free dry cloth	Commercially available. (*2)	

*1) To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased the scanner.

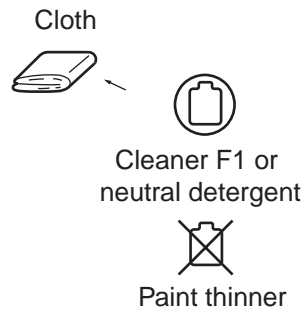
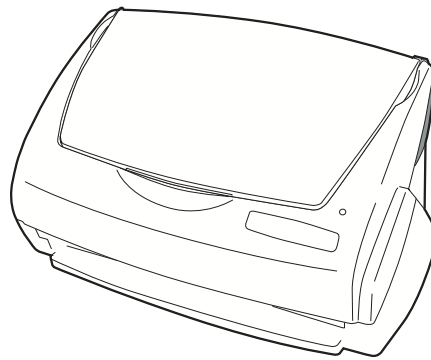
*2) Any lint-free cloth can be used.

6.2 Cleaning the Scanner Exterior

Clean the scanner exterior and the ADF paper chute cover with a cloth moistened with a small amount of Cleaner F1 or any neutral detergent.



- Never use paint thinner and other organic solvents.
- During the cleaning, prevent water or moisture from getting inside the scanner.
- Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting scanner failure and malfunction.



6.3 Cleaning the Inside of the Scanner

Clean inside of the scanner with a cloth moistened with Cleaner F1.

In an alternating succession of scanning documents, the accumulated paper-powder and dust inside the scanner causes a scanning error.

As a guideline, clean the ADF every 1,000 scans. Note that this guideline varies according to the type of the documents you are scanning. For example, the ADF must be cleaned more frequently when scanning documents on that the toner has not been sufficiently fixed on.

Clean the ADF according to the following procedure referring to the illustrations on the following page.



The glass surface inside the ADF becomes hot during the scanner operation.

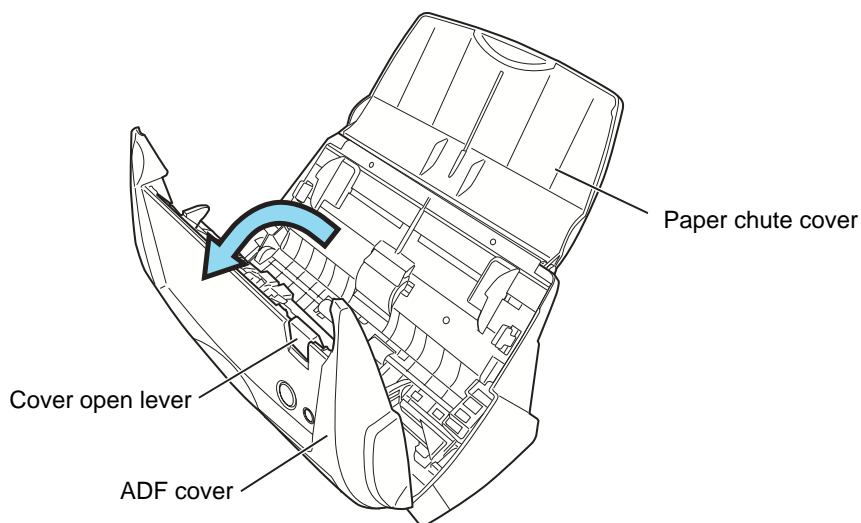
Before you start to clean the inside of the scanner, disconnect the AC adapter from the outlet and wait at least 15 minutes to let the scanner cool down.



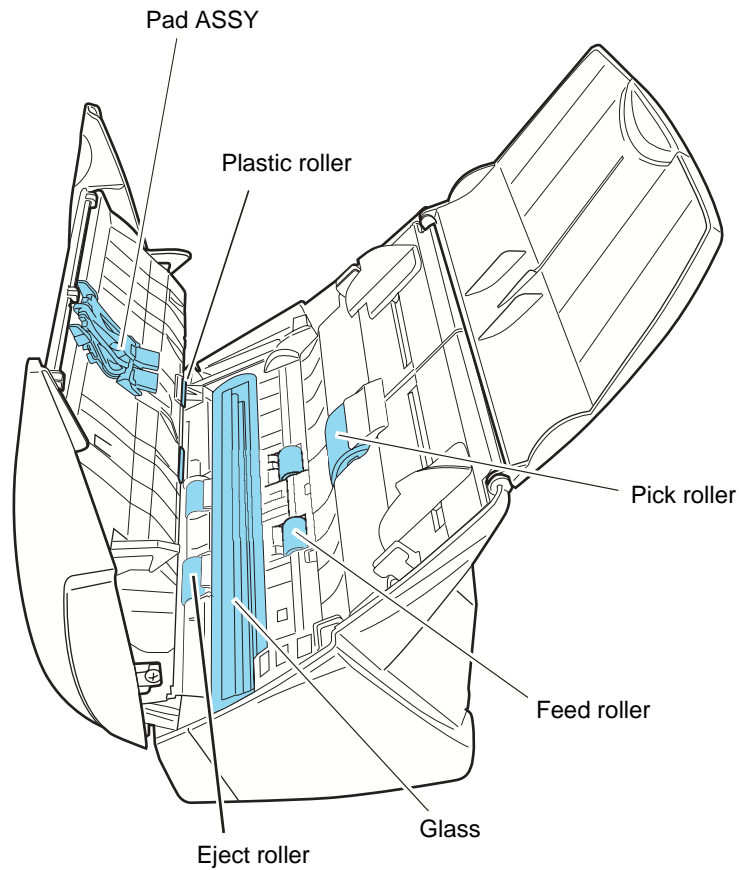
- Do not use water or neutral detergent to clean the inside of the scanner.
- Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting scanner failure and malfunction.



1. Open the ADF while pulling the cover open lever.



2. Clean the following locations with a cloth moistened with cleaner F1.



Turn off the scanner before cleaning the following locations.

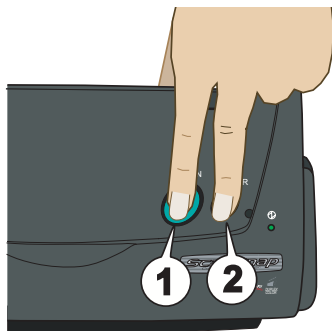
- **Pad ASSY (x 1)**
Wipe the Pad ASSY downwards. When cleaning the Pad ASSY, take care to prevent the cloth from catching on the metal parts.
- **ADF glass surfaces (x 2 located on the ADF cover and the opposite side)**
Clean lightly.
- **Pick roller (x 1)**
Clean lightly taking care not to scratch the surface of the roller. Take particular care in cleaning the Pick roller since black debris on the roller adversely affect the pickup performance.
- **Plastic rollers (x 4)**
Clean them lightly while rotating the rollers with your finger. Take care not to roughen the surface of the rollers. Take particular care in cleaning the plastic rollers since black debris on the rollers adversely affect the pickup performance.

Turn on the scanner before cleaning the following locations, and clean the following rollers while rotating them.

- Feed rollers (x 2)
Clean lightly taking care not to roughen the surface of the rollers. Take particular care in cleaning the feed rollers since black debris on the rollers adversely affect the pickup performance.
- Eject rollers (x 2)
Clean lightly taking care not to roughen the surface of the rollers.
Take particular care in cleaning the discharge rollers since black debris on the rollers adversely affect the pickup performance.

To rotate the feed rollers and the eject rollers, press the [POWER] button while holding down the [SCAN] button.


As a guideline, six presses of the [POWER] button make the rollers to rotate one full turn.



1. While holding down the [SCAN] button....

2. ...press the [POWER] button.

⇒ The rollers rotate.

 ATTENTION Connect the AC adapter and AC cable only when cleaning the feed rollers and eject rollers.



Chapter 7



Replacing Consumables

This chapter describes how to replace consumables.



Fire/Electric Shock



Before you replace the consumables, turn off the scanner and disconnect the AC adapter from the power outlet.



7.1 Replacing Consumables	100
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7.2 Replacing the Pad ASSY	102
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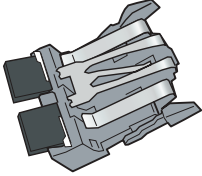
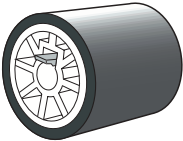
7.3 Replacing the Pick Roller	105
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7.1 Replacing Consumables

This section describes how to replace consumables.

■ Part Nos. and Replacement Cycle of Consumables

The following tables list the part numbers of consumables and rough guidelines for replacing these parts.

No.	Description	P/N	Standard Replacement Cycle
1	fi-5110EOX Pad ASSY 	PA03360-0002	50,000 sheets or one year
2	fi-5110EOX Pick roller 	PA03360-0001	100,000 sheets or one year

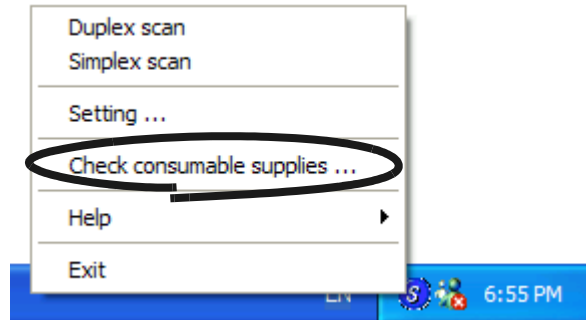
These replacement cycles are rough guidelines for the case of using A4/Letter wood-free paper 64 g/m² (17 lb). So it may differ according to the paper being used.

Use only the consumables specified by PFU LIMITED. Do not use consumables and parts made by other manufacturers.

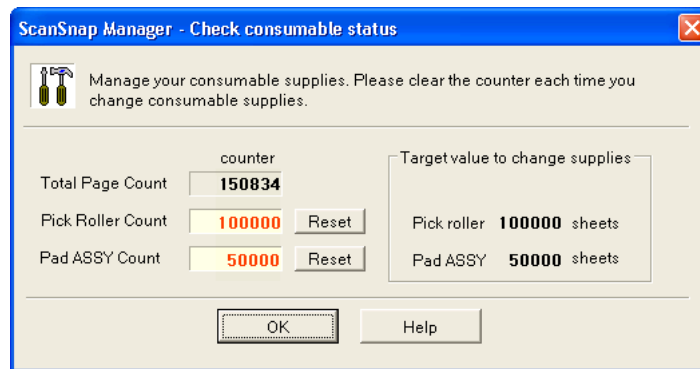


By the following procedure, you can create a rough guideline for replacing consumables and for estimating how many sheets have been already scanned.

1. Right click the "ScanSnap Manager" icon on the task tray.
2. Click [Check consumable supplies...] at the menu.



⇒ The screen ("Check consumable status" screen) is displayed. This screen indicates how many times consumables have been used.



Replace consumables referring to "Target value to change supplies" as a rough guideline.

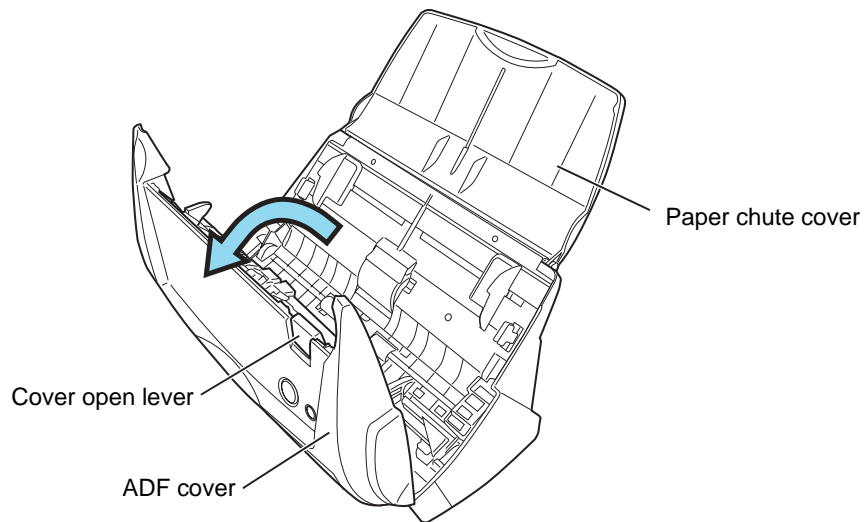
For details about purchasing consumables, visit the following website or contact the Fujitsu scanner dealer where you purchased your scanner.

[Website] <http://scansnap.fujitsu.com/>

7.2 Replacing the Pad ASSY

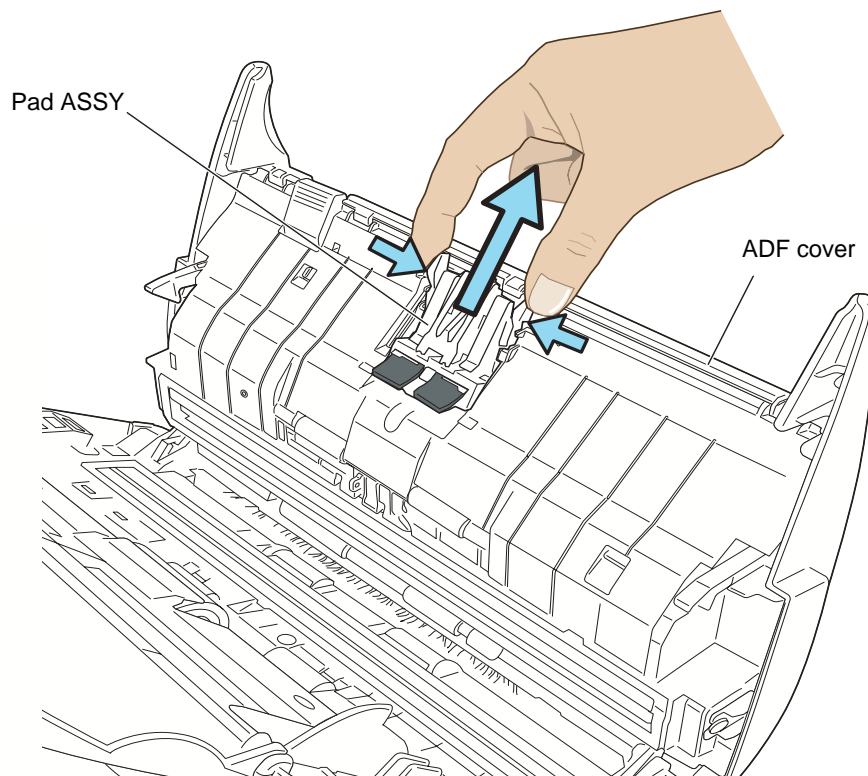
Replace the Pad ASSY following the procedure below.

1. Remove the documents on the paper chute cover.
2. Open the ADF while pulling the cover open lever.

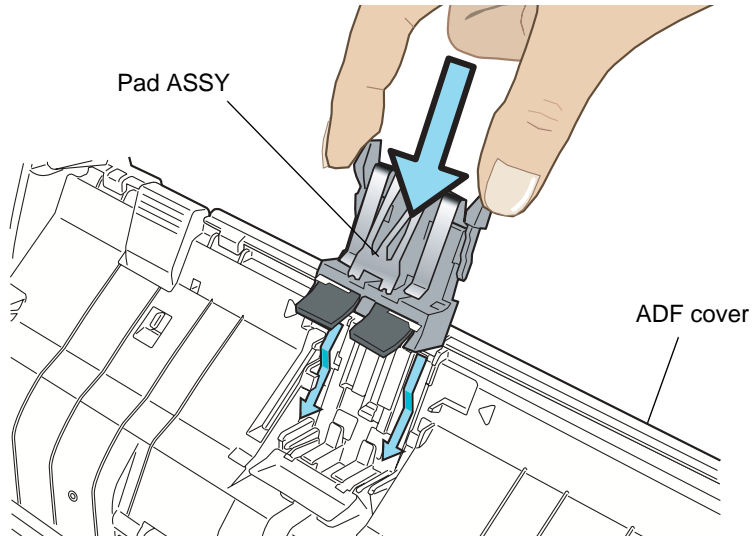


3. Remove the Pad ASSY.

Pull out the Pad ASSY in the direction of the arrow while pinching both ends of the Pad ASSY.

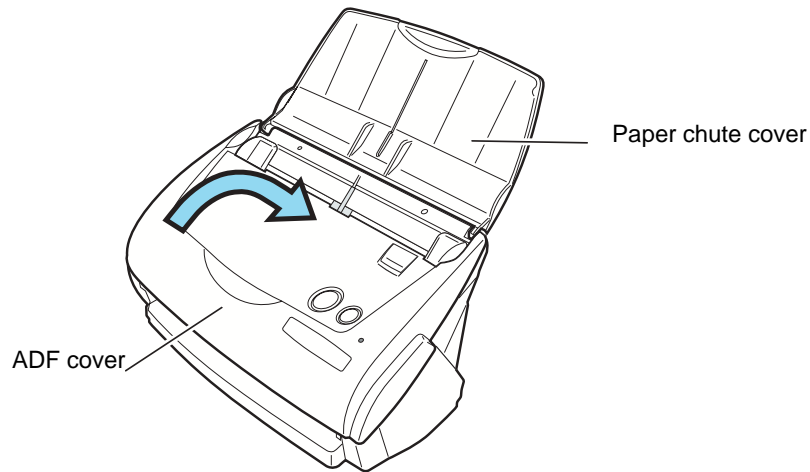


4. Attach the new Pad ASSY.



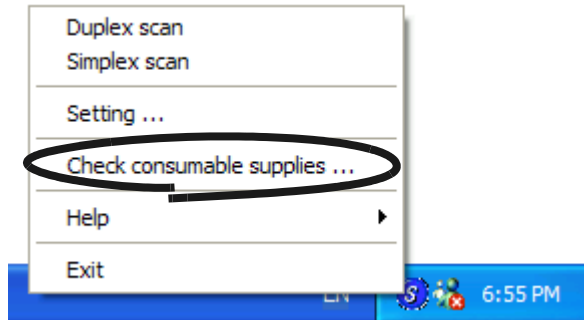
Make sure that the Pad ASSY is completely attached. Otherwise, document jams or other feeding errors may occur.

5. Close the ADF.



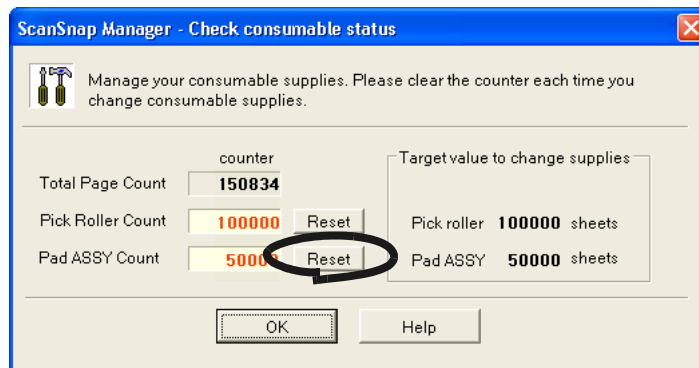
⇒ You should hear the ADF click when it returns to its original position.

6. Turn on the scanner.
7. Right click the "ScanSnap Manager" icon on the task tray, and select [Check consumable supplies...] from the menu.

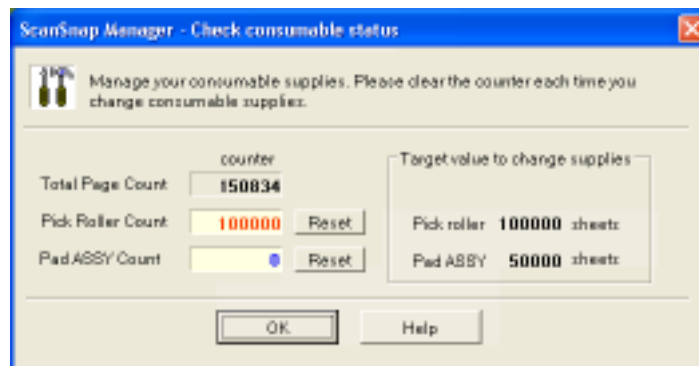


⇒ This displays the "Check consumable status" window.

8. In the "Check consumable status" window, click the [Reset] button of the consumable you replaced.



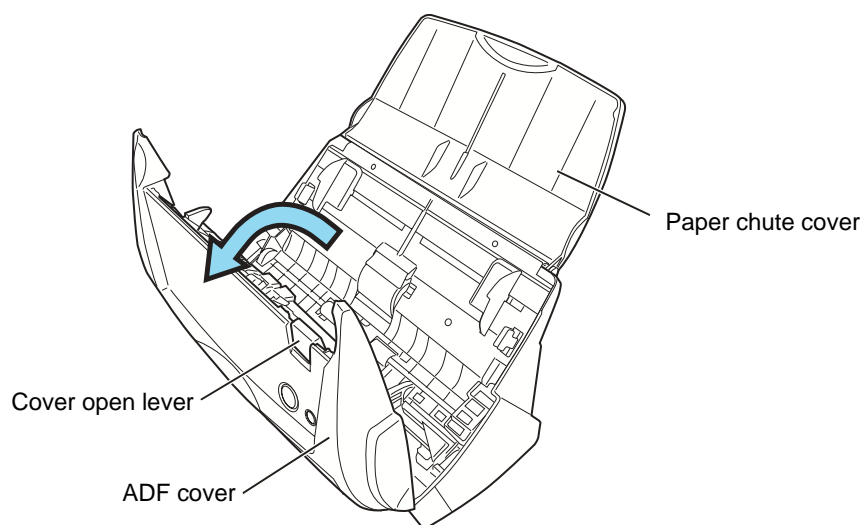
⇒ The counter is reset to "0".



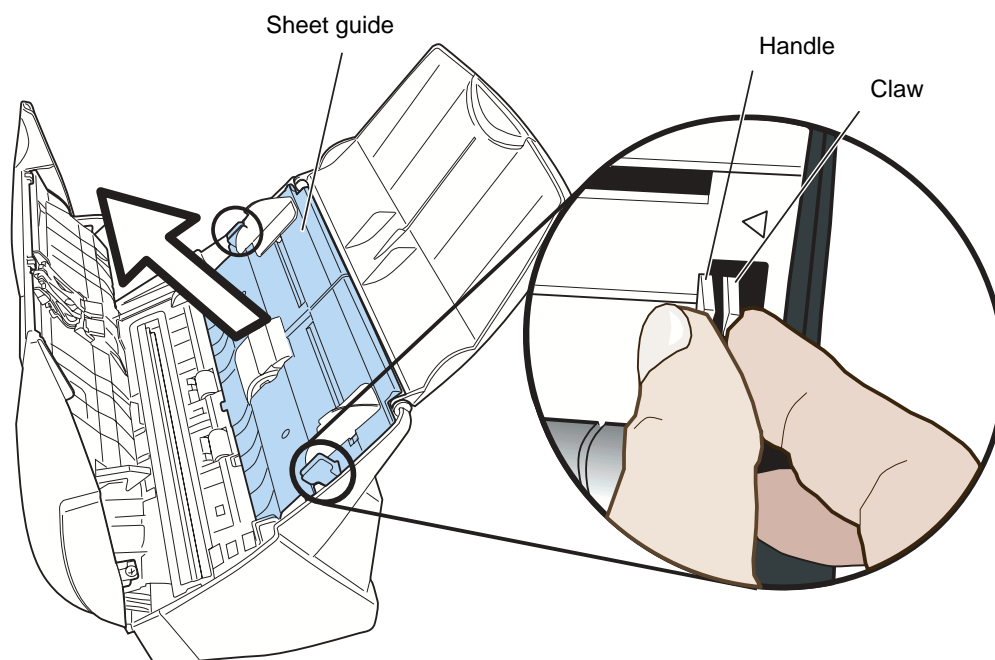
7.3 Replacing the Pick Roller

Replace the Pick roller following the procedure below.

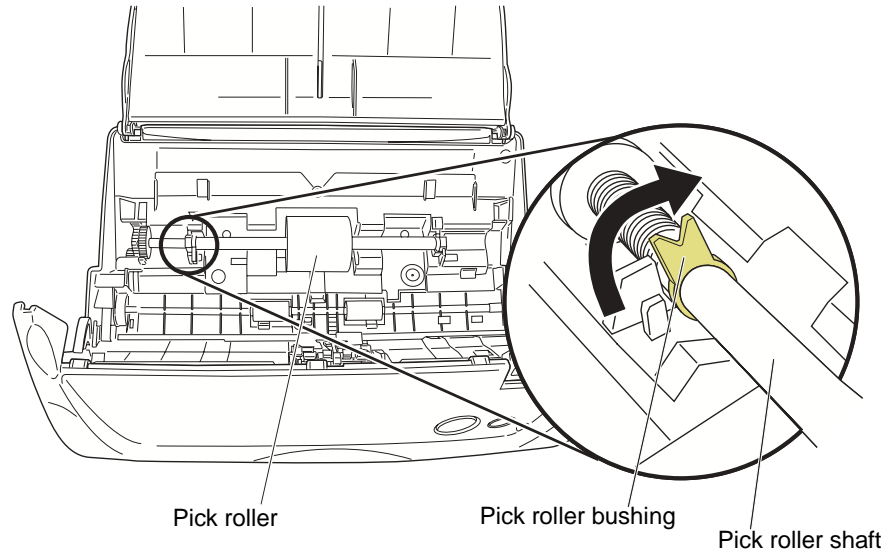
1. Remove the documents on the paper chute cover.
2. Open the ADF while pulling the cover open lever.



3. Remove the sheet guide.
Pinch the knobs on the sheet guide and pull the sheet guide to remove it.

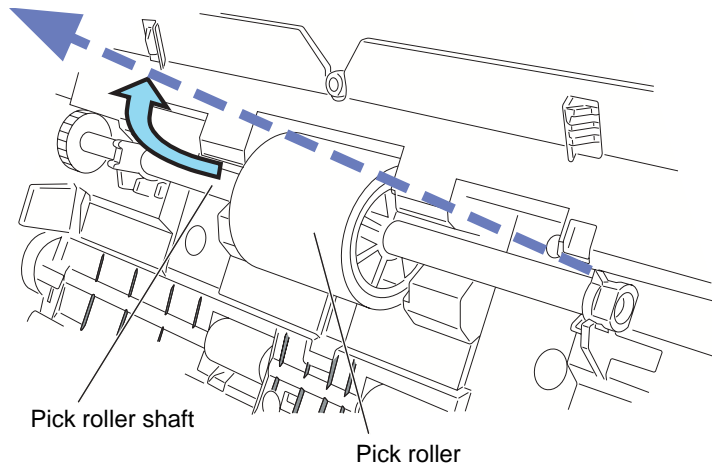


4. Rotate the pick roller bushing (left).



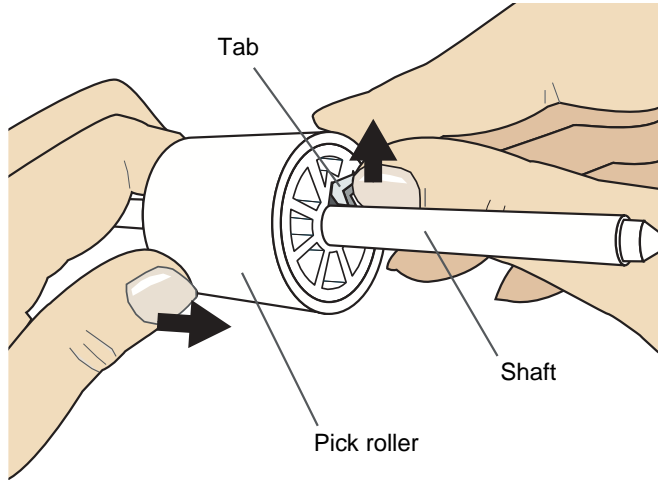
5. Remove the pick roller with its shaft.

Hold the left part of the shaft, and raise it to remove the shaft from the scanner while pulling the shaft to the left.

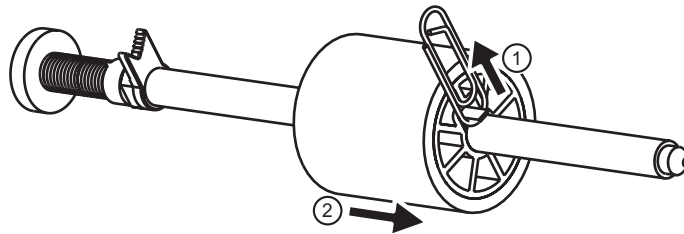


If the around the pick roller is dirty by paper-powder, it may cause a scanning error. Please remove the dirt using a dry cloth with dollop of Cleaner F1.
* Don't use water, mild detergent or air-spray.

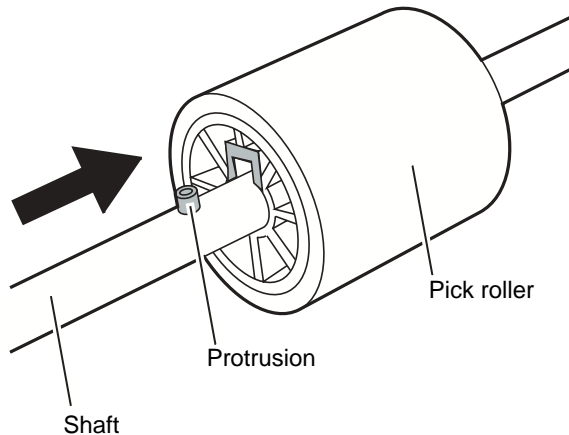
6. Remove the pick roller from its shaft.
Pull out the shaft from the pick roller while lifting up its tab.



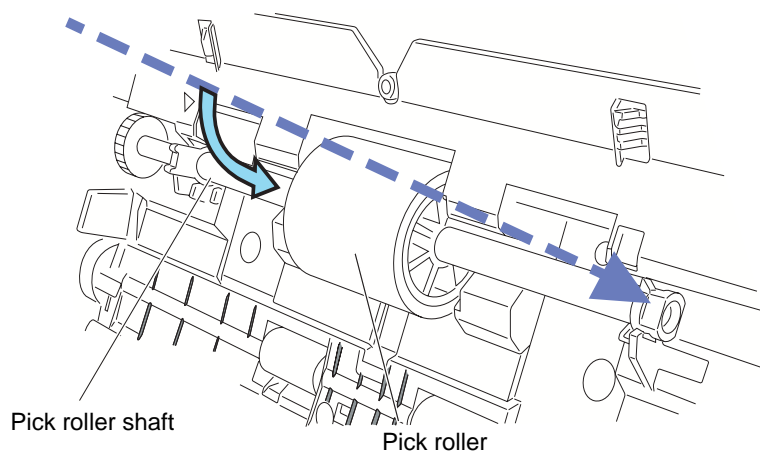
If you push up the pick roller tab using your fingernail, it may hurt or get chipped your fingernail. If you worry about that, you push up the pick roller tab using a paper clip.



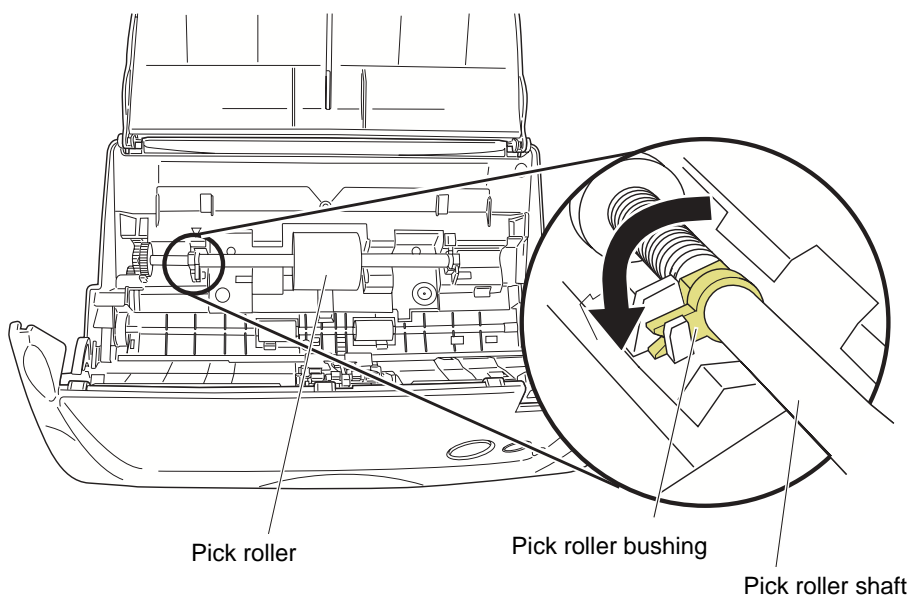
7. Attach the new pick roller to the shaft.
Insert the new pick roller aligning the protrusion with the slot on the pick roller.



-
8. Install the pick roller with its shaft to the scanner.
Insert the right end of the shaft to the roller bushing (right), and set the shaft to the slot while lowering it.



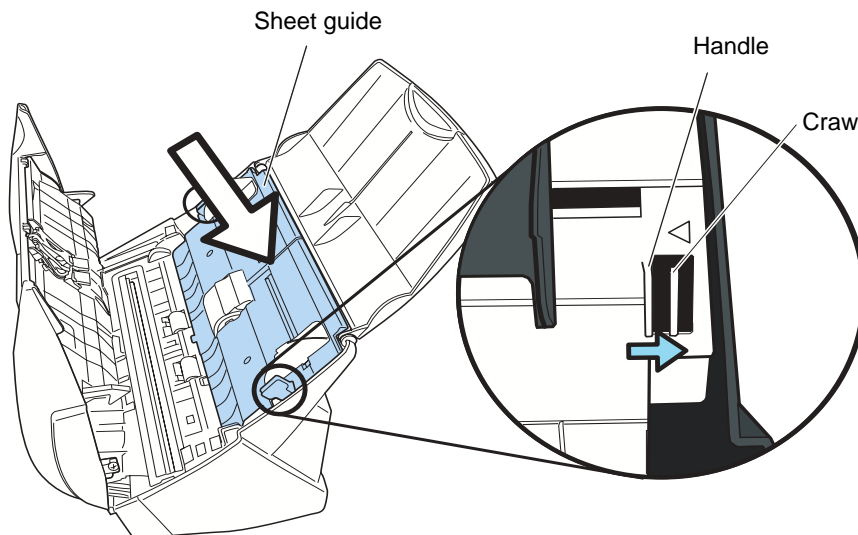
9. Rotate the roller bushing (left) by rotating it in the direction of the arrow.



Make sure that the Pick roller is completely attached. Otherwise, document jams or other feeding errors may occur.

10. Attach the sheet guide to the scanner.

Pinch the knobs on the sheet guide and attach it to the scanner.

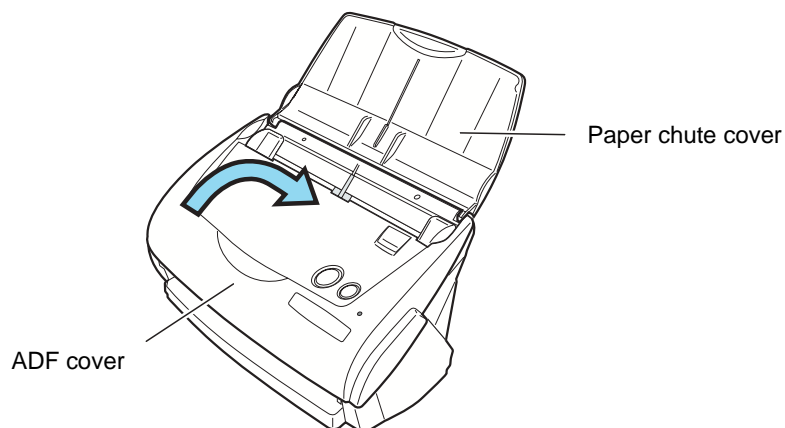


⇒ The sheet guide makes a clicking sound when the knobs fix into position.



Make sure that the sheet guide is completely attached. Otherwise, document jams or other feeding errors may occur.

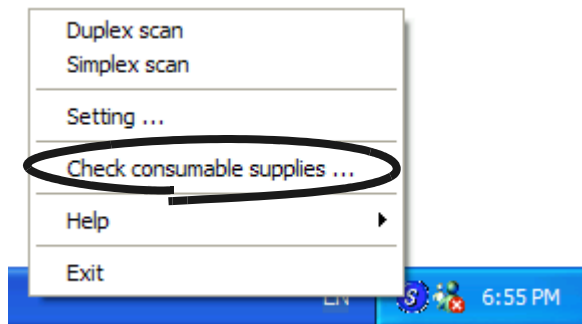
11. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

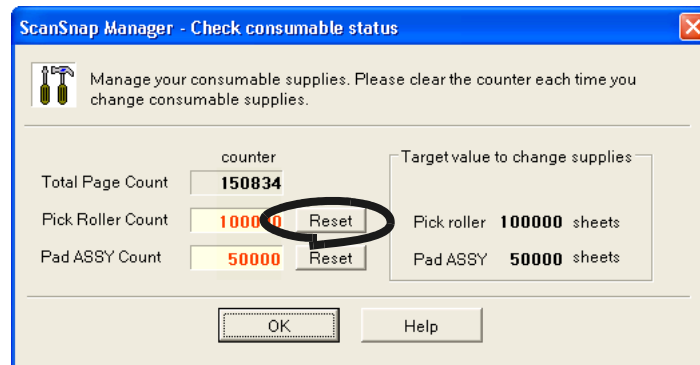
12. Turn on the scanner.

13. Right click the "ScanSnap Manager" icon in the task tray, and select [Check consumable supplies...] from the menu.

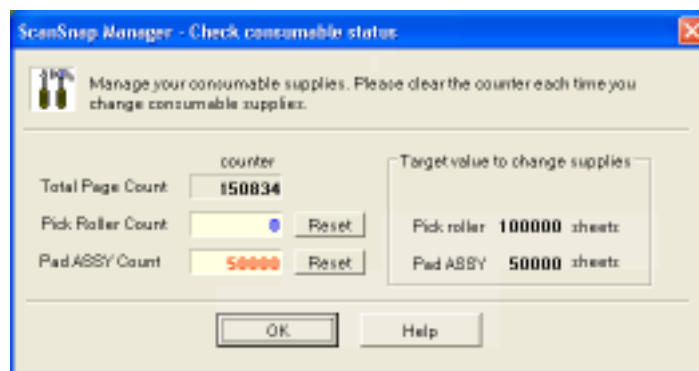


⇒ This displays the "Check consumable status" window.

14. In the "Check consumable status" window, click the [Reset] button of the consumable you replaced.



⇒ The counter is reset to "0".



Appendix A

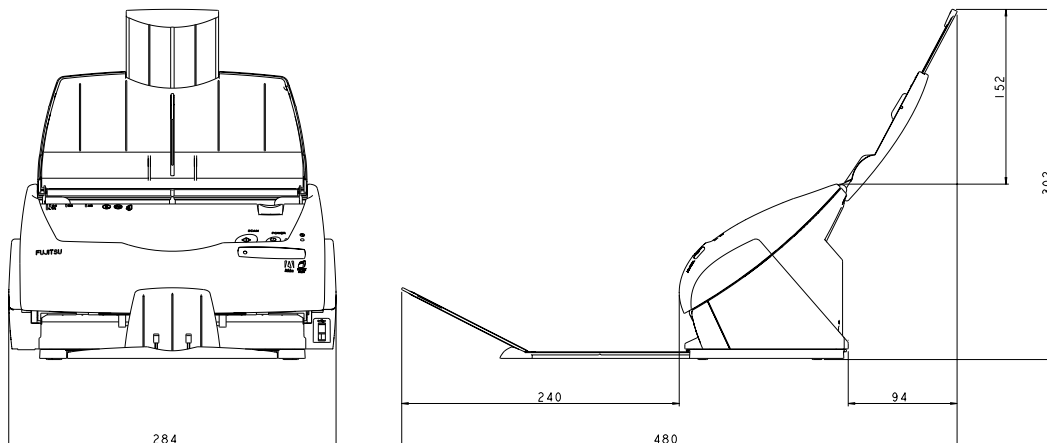
Installation Specifications

The following table summarizes the installation specifications of this scanner.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum	284 mm 11.18 in.	146 mm 5.75 in.	150 mm 5.91 in.
	Maximum	284 mm 11.18 in.	480 mm 18.90 in.	302 mm 11.89 in.
Weight		2.7 kg (approximately 5.95 lb)		
Input power supply	Voltage	100 - 240 V		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power consumption	During operation	27 W or less		
	During standby	8 W or less		
Temperature/ Humidity Allowable Ranges	Scanner state	During operation	During standby	During storage/ transportation
	Temperature	5 to 35 (°C) 41 to 95 (°F)	-20 to 60(°C) -4 to 140 (°F)	-20 to 60(°C) -4 to 140 (°F)
	Humidity (%)	20-80	8-95	8-95



Note) Dimensions





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Repairs



Contact the store where you purchased your FUJITSU Image scanner of the fi series or an authorized service provider for performing repairs of this product.

- The user must not perform any repairs of the scanner.
- Repair parts for this scanner are retained for five years from discontinuation of the production of this product.



ScanSnap fi-5110EOX Operator's Guide

P3PC-E817-02EN

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Issuance responsibility: PFU LIMITED

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